

Message

From: Smith, Susan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C1A62CA9F6E24D83A94288B6B2D2F7A0-SCSMITH]
Sent: 6/23/2017 5:32:47 PM
To: Humphrey, Alan [Humphrey.Alan@epa.gov]
Subject: RE: VERA/VSIP Overview Training
Attachments: 2017 VERA VSIP Basic Info for 6-22 All Hands.pptx

This are my talking slides.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

~~202-564-6656~~ (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Humphrey, Alan
Sent: Friday, June 23, 2017 11:42 AM
To: Smith, Susan <Smith.Susan@epa.gov>
Subject: Re: VERA/VSIP Overview Training

Susan, do you know if anyone summarized the Barry Breen Q and A session re buyouts? I am in the field and was unable to call in. Thanks.

Sent from my iPad

On Jun 23, 2017, at 10:49 AM, Smith, Susan <Smith.Susan@epa.gov> wrote:

<image001.gif>

THIS EMAIL HAS BEEN SENT TO OLEM EVERYONE AS A BCC:

Happy Friday!!

As a follow-up to the all-hands meeting yesterday, I want to share that the Shared Service Centers in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will also be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training and teleconference info below. If you have questions, please feel free to contact me at 202-564-6656 or Dawn Datcher at 202-564-9911.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

Teleconference Information:

• Conference Call:

Ex. 6 - Personal Privacy

• Access Code:

Ex. 6 - Personal Privacy

Adobe Connect Information:

URL is: <http://epawebconferencing.acms.com/cinbenefits/>

• **Please sign in as:**

Ex. 6 - Personal Privacy

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at mairose.sue@epa.gov

after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

<VV Webinar Flyer 2017.docx>

Basic Information Concerning Early-Out and Buy-Out

Eligible Separation Options

- **“Optional” Retirement: Employees already eligible for retirement under CSRS or FERS.**
- **“Early” Retirement: Employees who meet the minimum age and creditable federal service requirements.**
- **Resignation: Not retirement eligible, but have at least three years of creditable federal service.**

Voluntary Early Retirement Authority (VERA)

- **VERA (or Early-Out) authority temporarily expands the normal retirement eligibility to allow employees to voluntarily retire, with an immediate annuity, before they would otherwise be eligible.**
- **Use of the authority requires approval by the Office of Personnel Management (OPM) and Office of Management and Budget (OMB).**
- **Key eligibility requirements for 'Early Out' retirement:**
 - **Age 50 with 20+ years of service OR any age with 25+ years of service.**

Voluntary Separation Incentive Payment (VSIP)

- **VSIP (or Buy-Out) authority allows eligible employees lump-sum payments (up to \$25,000) as an incentive to voluntarily separate by resignation, regular/optional retirement, or by voluntary early retirement.**
- **Use of the authority requires OPM approval.**
- **Key eligibility requirements for a 'Buyout':**
 - **Permanent employee in the eligible duty location, position, job series, and grade;**
 - **3+ continuous years of federal employment.**

Tentative Timeline

- EPA's draft V/V Plan was provided to OPM and OMB on June 16th; requests are being turned around at an average of 9 days so we are expecting approval by late June.
- The agency's V/V Plan is based on re-shaping, rebalancing and/or restructuring the agency to meet our mission requirements.
- OLEM's V/V Plan is mainly focused on restructuring highly graded positions.
- The agency's V/V plan includes a maximum of 1,228 offers accepted.
- OLEM's VERA/VSIP Plan includes a pool of 219 covered positions, with a maximum of 94 offers accepted.
- Note: Actuals from the last VERA/VSIP request resulted in 405 or 33% of offers accepted; OLEM had a total of 29 employees accept offers or about 6%)

Tentative Timeline (cont.)

- Upon OPM/OMB approval, employees in covered positions will be invited to express interest.
- Decisions to take an EO/BO are strictly voluntary and up to each individual employee. No one is required to accept an offer nor should anyone feel pressured to apply or accept.
- For employees in the pool, the process will be similar to how past V/V processes were managed.
- Each employee in the pool will receive a letter outlining the application process; individuals will have 30 days to apply.
- Interested employees will apply on-line and applications will be sent to the Shared Service Center for review.
- The Agency will make official offers based on eligibility. If applications exceed slots, then length of federal service will be the determining factor.
- All employees accepting offers must retire or resign effective no later than September 2, 2017.

It's Not Too Early

- **If you think you might want to take advantage of this opportunity, now's the time to start planning. The window to accept an offer is very short!**
- **While the V/V Plan still needs to be approved by OPM/OMB, individual employees may receive confirmation of the grades, locations, and occupational series within their organizations that are in the pool by contacting the following HR officials:**
 - **OAA, OPM, OCPA, OBLR, FFRRO – Dawn Datcher/Susan Smith**
 - **OUST – Ray Worley**
 - **ORCR – Mark Huff**
 - **OSRTI – Loren Danforth**
 - **OEM – Brendan Roache**

It's Not Too Early (cont.)

- **Employees in covered positions are encouraged to contact the Benefits staff at the Cincinnati Shared Service Center who can answer questions, work up estimates based on a departure date, and advise on such matters as making deposits to gain credit for military service.**

**Contact info: 513-569-7699 or
CIN_HRSSC_Benefits_Central@epa.gov**

Message

From: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]
Sent: 5/27/2017 12:19:34 AM
To: Bloom, David [Bloom.David@epa.gov]; Osborne, Howard [Osborne.Howard@epa.gov]
CC: OCFO-SR-MGRS [OCFOSRMGRS@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Wright, John [wright.john@epa.gov]; Kern, Janice [Kern.Janice@epa.gov]; Johnson, Earleen [Johnson.Earleen@epa.gov]
Subject: RE: FOR YOUR REVIEW/APPROVAL: OCFO's FY17 VERA/VSIP Package
Attachments: FINAL OCFO VERA-VSIP Business Case 05-26-2017-rev.docx; OCFO 2017 VERA-VSIP Targeted Positions as of 05-26-2017-rev.xlsx

David and Howard, here are revised versions of the business case and template identifying targeted positions for your review/approval. **Ex. 5 - Deliberative Process** Let me know if you have any more changes.
Thanks!

Ruth



FINAL OCFO
VERA-VSIP Busi...



OCFO 2017
VERA-VSIP Targ...

From: Soward, Ruth-Alene
Sent: Friday, May 26, 2017 3:36 PM
To: Bloom, David <Bloom.David@epa.gov>; Howard Osborne (Osborne.Howard@epa.gov) <Osborne.Howard@epa.gov>
Cc: OCFO-SR-MGRS <OCFOSRMGRS@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Wright, John <wright.john@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>; Johnson, Earleen <Johnson.Earleen@epa.gov>
Subject: FOR YOUR REVIEW/APPROVAL: OCFO's FY17 VERA/VSIP Package

David and Howard, please find attached OCFO's VERA/VSIP submission for your review/approval. Jeanne and Carol have signed off. I did make a couple of minor edits in response to comments from Carol, and updated a footnote on the budget chart based on Barbara's comment. Please let me know if you have any questions or comments.

<< File: FINAL OCFO VERA-VSIP Business Case 05-26-2017.docx >> << File: OCFO 2017 VERA-VSIP Targeted Positions as of 05-26-2017.xlsx >> << File: OCFO Org Charts for 2017 VERA-VSIP Package.pptx >>

As I mentioned t

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!

Ruth

From: Soward, Ruth-Alene
Sent: Thursday, May 25, 2017 10:42 PM
To: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <jones-peeler.meshell@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Williams, Maria <Williams.Maria@epa.gov>
Cc: Freggens, Barbara <Freggens.Barbara@epa.gov>; Wright, John <wright.john@epa.gov>; OCFO-SR-MGRS

<OCFOSRMGRS@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>; Johnson, Earleen <Johnson.Earleen@epa.gov>

Subject: URGENT ACTION: Review DRAFT OCFO's FY17 VERA/VSIP Package

Hi, OC and OB colleagues:

Please find attached a DRAFT:

- VERA/VSIP business case;
- template identifying targeted positions; and
- before and after organizational charts.

Would appreciate your review and comment ASAP.

Ex. 5 - Deliberative Process

Although I am compressing tomorrow, I will still address any comments and get it to David and Howard for their final review, so we can get it over to OHR. Please do not hesitate to contact me if you have questions or concerns. Thanks!

Ruth

From: Soward, Ruth-Alene

Sent: Wednesday, May 03, 2017 6:51 PM

To: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <jones-peeler.meshell@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Williams, Maria <Williams.Maria@epa.gov>

Cc: Freggens, Barbara <Freggens.Barbara@epa.gov>; Wright, John <wright.john@epa.gov>; OCFO-SR-MGRS <OCFOSRMGRS@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>

Subject: URGENT ACTION DUE 4PM 05-04-2017: DRAFT 1-Pager on OCFO's FY17 VERA/VSIP Plans

Hi, OC and OB colleagues:

Please find attached a draft one-pager describing OCFO's FY17 VERA/VSIP Plans for your review and comment. Many thanks to Janice Kern for taking the first cut!

This version

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process


Please let me know your thoughts. This is NOT our full submission, which isn't due until later in May. This is just a one-page summary. Thanks!

Ruth

<< File: OCFO FY17 VERA-VSIP 1-Page Proposal as of 05-03-2017.docx >>

Message

From: Kern, Janice [Kern.Janice@epa.gov]
Sent: 5/18/2017 5:54:02 PM
To: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]
CC: Conklin, Jeanne [Conklin.Jeanne@epa.gov]; Kern, Janice [Kern.Janice@epa.gov]; Johnson, Earleen [Johnson.Earleen@epa.gov]
Subject: OC FINAL: Budget estimates for VERA/VISIP
Attachments: Budget Estimates for VERA-VISIP.docx; FINAL OC V-V Business Case May 2017.docx; Detailed OC Org Chart jk.ppt

Here is the Final OC submission – It requests  VERA/VISIP, incorporates the Budget Estimates and shows Current/Proposed Organizational Structure.

Janice

Janice Kern • Special Assistant • Office of the Controller • Office: 202 564 4961 • Cell: 202 359 8591

From: Freggens, Barbara
Sent: Wednesday, May 17, 2017 4:31 PM
To: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>
Subject: RE: Budget estimates for VERA/VISIP

Attached is the draft budget estimate. Let me know if you have questions or want to change the assumptions.

Barbara

From: Soward, Ruth-Alene
Sent: Wednesday, May 17, 2017 4:23 PM
To: Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>
Subject: RE: Budget estimates for VERA/VISIP

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ruth

From: Conklin, Jeanne

Sent: Wednesday, May 17, 2017 2:04 PM

To: Freggens, Barbara <Freggens.Barbara@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>

Subject: RE: Budget estimates for VERA/VISIP

What new hires. I have internal promotions only. What is currently in the works. My staffing will be shrinking. I may have to realign staff.

Jeanne

Jeanne Conklin, CGFM, CGMS

Acting Controller

Office of the Controller

Office of the Chief Financial Officer

U.S. ENVIRONMENTAL PROTECTION AGENCY

1200 Pennsylvania Avenue, N.W.

Washington, D.C. 20460

(202) 564-5342 (o) (202) 494-7463 cell

From: Freggens, Barbara

Sent: Wednesday, May 17, 2017 1:09 PM

To: Kern, Janice <Kern.Janice@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>

Subject: Budget estimates for VERA/VISIP

As I work through the budget estimate, I have a question. Are we planning to have "new hires" as part of the restructuring? If so, how many and what would be the grade structure?

Barbara

564-4906

Message

From: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]
Sent: 5/5/2017 1:37:41 AM
To: Bloom, David [Bloom.David@epa.gov]; Osborne, Howard [Osborne.Howard@epa.gov]
CC: OCFO-SR-MGRS [OCFOSRMGRS@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Wright, John [wright.john@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Subject: Revised DRAFT 1-Pager on OCFO's FY17 VERA/VSIP Plans
Attachments: OCFO FY17 VERA-VSIP 1-Page Proposal as of 05-04-2017.docx

David and Howard, please find attached for your review the latest draft 1-pager on OCFO's FY17 VERA/VSIP Plans, which reflects comments received to date from OCFO offices.

Ruth



OCFO FY17
VERA-VSIP 1-P...

Message

From: Freggens, Barbara [Freggens.Barbara@epa.gov]
Sent: 9/13/2017 5:10:10 PM
To: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]
CC: McMichael, Nate [McMichael.Nate@epa.gov]
Subject: ORIM slide for OMB Hearing

Ruth,

Do we want to put forward a slide for the OMB hearing? We had ourselves down on the outline for a joint slide with OC on Restructuring/workforce development. Here is what Jeanne provided:

- Restructuring – VERA/VSIP

Ex. 5 - Deliberative Process

Do you want to add anything?

Barbara

Message

From: Kern, Janice [Kern.Janice@epa.gov]
Sent: 5/12/2017 6:14:46 PM
To: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Conklin, Jeanne [Conklin.Jeanne@epa.gov]
CC: Johnson, Earleen [Johnson.Earleen@epa.gov]
Subject: Preliminary Draft
Attachments: new OC V-V Business Case May 2017.docx

This is what I have so far. Suggestions are welcomed ☺

Janice

Janice Kern • Special Assistant • Office of the Controller • Office: 202 564 4961 • Cell: 202 359 8591

Message

From: Soward, Ruth-Alene [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=30DEF78404E8412E94E39867DF05E914-SOWARD, RUTH]
Sent: 9/13/2017 7:03:25 PM
To: Freggens, Barbara [Freggens.Barbara@epa.gov]
CC: McMichael, Nate [McMichael.Nate@epa.gov]
Subject: RE: ORIM slide for OMB Hearing
Attachments: DRAFT ORIM Page for FY19 OMB Briefing 09-13-2017.pptx; ATT91434

Yes, I sort of expected you and Nate to take Jeanne's input and the Goal 2 activities in the OCFO Strategic Plan to create our page. But since we obviously didn't have a clear agreement on that, I took a whack at one. It's saved here:

<< ORIM > Resources > Budget > Formulation > FY 19 Formulation > FY 19 OMB Submission

And attached here:



DRAFT ORIM
Page for FY19 O...

I added in Jeanne's stuff already. I did this VERY fast and am not wedded to this if someone else has a better idea!

Ruth

From: Freggens, Barbara
Sent: Wednesday, September 13, 2017 1:10 PM
To: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Cc: McMichael, Nate <McMichael.Nate@epa.gov>
Subject: ORIM slide for OMB Hearing

Ruth,

Do we want to put forward a slide for the OMB hearing? We had ourselves down on the outline for a joint slide with OC on Restructuring/workforce development. Here is what Jeanne provided:

- Restructuring – VERA/VSIP

Ex. 5 - Deliberative Process

Do you want to add anything?

Barbara

Message

From: Soward, Ruth-Alene [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=30DEF78404E8412E94E39867DF05E914-SOWARD, RUTH]
Sent: 5/9/2017 2:37:07 PM
To: Freggens, Barbara [Freggens.Barbara@epa.gov]; Wright, John [wright.john@epa.gov]; Conklin, Jeanne [Conklin.Jeanne@epa.gov]; Jones-Peeler, Meshell [Jones-Peeler.Meshell@epa.gov]; Kern, Janice [Kern.Janice@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Williams, Maria [Williams.Maria@epa.gov]; Johnson, Earleen [Johnson.Earleen@epa.gov]
Subject: OCFO's FY17 VERA/VSIP Proposal
Attachments: OCFO VERA-VSIP 1-23-14.pdf

As promised, here is the last VERA/VSIP proposal OCFO implemented, which was in 2014. This is the version that was approved by OPM and OMB.

Ruth



OCFO VERA-VSIP
1-23-14.pdf

Message

From: Soward, Ruth-Alene [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=30DEF78404E8412E94E39867DF05E914-SOWARD, RUTH]
Sent: 10/5/2017 10:17:14 PM
To: Crum, Kim [Crum.Kim@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Osborne, Howard [Osborne.Howard@epa.gov]; Butler, Lorraine [Butler.Lorraine@epa.gov]
CC: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Sawyer, Rena [sawyer.rena@epa.gov]; Conklin, Jeanne [Conklin.Jeanne@epa.gov]; Jones-Peeler, Meshell [jones-peeler.meshell@epa.gov]; Drury, Robin [Drury.Robin@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; John Wright (wright.john@epa.gov) [wright.john@epa.gov]
Subject: RE: SRO VV Follow Up
Attachments: VERA VSIP SRO Follow Up Request - FJ - OCFO Response 10-05-2017.XLSX

Hi, Jeremy, Rena, and Kim:

So sorry we missed your messages in the press of Fiscal Year-end activities! Kim, I found your email in my Clutter box after Lorraine Butler brought it to my attention.

I have attached OCFO's completed spreadsheet. NONE of the actions on this spreadsheet are positions vacated due to VERA/VSIP; those positions are being abolished. Although OCFO's VERA/VSIP departures were from the Office of the Controller (OC), several actions on this spreadsheet are not OC actions. In addition, several actions are normal career-ladder promotions for onboard staff. And some are part of overall restructuring that OC now must do as a result of the VERA/VSIP departures and other attrition; these changes had been discussed with Acting CFO David Bloom and OCFO's SRO Howard Osborne. So all of the actions on this spreadsheet have been approved by the SRO and are not in conflict with VERA/VSIP commitments.

Ruth

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; [Ex. 6 - Personal Privacy] mobile; 202-564-1433 fax
Mail Code 2710A

From: Crum, Kim
Sent: Thursday, October 05, 2017 2:59 PM
To: Bloom, David <Bloom.David@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Doucette, Judi <Doucette.Judi@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>
Cc: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>
Subject: FW: SRO VV Follow Up

Hello,

This is a follow-up to Jeremy Taylor's message below. We have not yet received the status of your actions, which were requested by COB yesterday.

As the email states, the SSCs now have a requirement for SRO approval to be provided on every reassignment, detail, temporary promotion and recruitment action to ensure there are no violations against the VERA VSIP package. If your input is not received by October 11th, the active actions listed on the report will be returned to you.

Thank you,

Kim Crum
Human Resource Specialist (Classification)
Environmental Protection Agency
OARM, HR Shared Service Center - RTP, Branch C
MD-C639-02
Research Triangle Park, NC 27711
PH: 919-541-5667
Fax: 919-541-1360
crum.kim@epa.gov



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Taylor, Jeremy
Sent: Thursday, September 28, 2017 1:19 PM
To: Bloom, David <Bloom.David@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Doucette, Judi <Doucette.Judi@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Subject: FW: SRO VV Follow Up

Hello,

This is a follow-up to the message below and Donna Vizian's message dated September 13th regarding post VERA/VSIP activity. Attached you will find a spreadsheet report. The first tab on this spreadsheet contains actions that are either effective since September 2nd or active with the SSC at this time. **Please take the time to fill in the last column titled "SRO Approval/Disapproval/Feedback" and return to the SSC.** You can approve, disapprove or give feedback and engage for more information prior to making a final determination. We have reviewed the actions on this report and do not think that any violate the terms of your VERA/VSIP package; however, we now have a requirement for the SRO to approve every action against this standard. **Review and response is requested by COB Wednesday, October 4th.** The second tab includes actions that were effective between 7/23/17 and 9/1/17 for your information. There is no requirement to weigh in on this tab unless you feel there are any issues.

As a reminder following up from the email below, all new actions with the type Recruitment, Reassignment, Details and Temporary Promotions **must** indicate in the Notes section of FPPS: **"This action has been approved by the SRO and is not in conflict with VERA/VSIP commitments"**.

Below is the URL to the EPA VERA/VSIP Business Case approved by OPM and EPA Targeted Positions:

[http://www.epa.gov/epahrm/epa-vera-vsip-business-case-approved-opm-and-epa-targeted-positions](#) Ex. 6 - Personal Privacy

Thank you. If you have any further questions feel free to reach out.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Helm, Arron

Sent: Tuesday, September 19, 2017 8:31 AM

To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <Lapierre.Kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Showman, John <Showman.John@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Doucette, Judi <Doucette.Judi@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>; Fruge, John <Fruge.John@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kohler, Carla <Kohler.Carla@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Nolte, Kami <nolte.kami@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Sloan, Steve <sloan.steven@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Swack, David <Swack.David@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>

Cc: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>; Deputy ARAs <Deputy_ARAs@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: SRO VV Follow Up

Hello SRO Community,

This is a follow-up to Donna Vizian's September 13th on Post VERA/VSIP Hiring. Per Donna's email, SROs are responsible for closely monitoring all personnel actions to ensure compliance with approved VERA/VSIP packages prior to submission to your HR Shared Service Center. In addition, Donna has instructed the SSCs to review all incoming actions for adherence to the commitment/business case of the packages. This email-outlines the steps the SSCs are taking to work with you and your RHRO/PMO to ensure that your organization is able to meet your full commitments under VERA/VSIP.

The particular actions that will be most important to monitor during this process are Recruitments, Reassignments, Details and Temporary Promotions. Effective immediately, all of these types of actions submitted to the SSCs must contain the following comment in the Notes section of FPPS: **“This action has been approved by the SRO and is not in conflict with VERA/VSIP commitments”**. In addition, your servicing SSC will follow-up to this email with a report of actions received in the SSC effective September 2nd forward, including your active Recruitments, Reassignments, Details and Temporary Promotions. In conjunction with your approved VERA/VSIP plan, you will need to review the action report and respond approving all actions or provide specific approvals, requests to cancel, return or discuss follow-up questions.

The SSCs will review actions that come in and if conflicts appear with the VERA/VSIP package the SSC will ask you to address and explain. Our combined goal is to ensure that our agency is in full compliance with our approved VERA/VSIP plans. The SSC will be reviewing for both individual backfilling of vacated VERA/VSIP positions and for any other commitments made in the package.

Any position vacated by VERA/VSIP must be eliminated or restructured prior to filling. The SSC will be evaluating new positions against vacated VERA/VSIP positions to determine if they have been restructured meeting the following criteria:

- Supervisory to non-supervisory
- Different series
- Same series, lower grade and FPL
- Same series, same grade (or FPL) but position has been restructured (i.e., significant change in duties). Significant change in duties to be described as a combination of new duties (25% or more) and new qualifications/specialized experience.

Some organizations outlined the intent to reduce certain types of positions (supervisory, high graded non-supervisory, specific job series at certain grades, etc.). The SSCs are evaluating these commitments and will engage with each organization to help ensure that the agency is on track to meet these commitments. The SSC will review actions against these commitments and may engage with you to provide follow-up information such as data on the numbers of positions for those intended to be reduced or on supervisory ratios or overall grade levels, etc. Please understand that every organization’s commitments in these areas were written differently so the SSCs will need to take different approaches with each customer. Feedback that one program receives may be very different from what another program receives due to these varying commitments.

The SSCs will also be updating the Hiring Guidance SharePoint Site with this information and any further clarifying information in the future ([https://oarm.rtp.nc.gov/Forms/AllItems.aspx](https://oarm.rtp.nc.gov/Forms/AllItems.aspx?RootFolder=/Forms/AllItems.aspx))

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

If you do not have access to this SharePoint site please contact your servicing SSC Director to request. Shortly, your servicing SSC will send you a template for quarterly reporting of your post VERA/VSIP activity. The SSCs will house these documents once they are completed and can help you with information to make sure they are accurate.

We appreciate your help in ensuring the agency is able to meet our commitments under VERA/VSIP. Programs are encouraged to engage with their SSCs if there are any questions or if you would like to share your plans for moving forward so that the SSC understands the direction the program is taking.

Thank you for your support in this effort.

Arron Helm, Director, OARM-RTP
Rick Carter, Director, OARM- Cincy

Message

From: Soward, Ruth-Alene [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=30DEF78404E8412E94E39867DF05E914-SOWARD, RUTH]
Sent: 6/30/2017 2:14:14 PM
To: Jones-Peeler, Meshell [jones-peeler.meshell@epa.gov]; Kern, Janice [Kern.Janice@epa.gov]
Subject: Reorg Documents
Attachments: FINAL OCFO Functional Statements effective 03-06-2016.docx; FY15 OCFO Reorganization Proposal Form as of 07-17-2015.pdf



FINAL OCFO
Functional State...



FY15 OCFO
Reorganization P...

Appointment

From: Boxton, Troy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4F262471A593425ABC5C3331DE018783-BOXTON, TROY]
Sent: 7/2/2018 2:22:07 PM
To: Boxton, Troy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4f262471a593425abc5c3331de018783-BOXTON, TROY]; Fleming, Sheila [fleming.sheila@epa.gov]; Jones, Sara [jones.sara@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Sullivan, Peter [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=437404aaea3d43f989acce1f168a76b6-PSULLIVA]
CC: Morwessel, Barb [Morwessel.Barb@epa.gov]; Richmond, Gregory [richmond.gregory@epa.gov]; Gibson, Lisa [gibson.lisa@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]
Subject: JAM for Region 10 Office of Environmental Cleanup Proposed Reorganization
Attachments: Crosswalk-R10 ECL-April 2018.xlsx; Current and Proposed Org Charts-R10 ECL-April 2018.pptx; Current Functional Statements-R10 ECL-April 2018.docx; Proposed Functional Statement-R10 ECL-April 2018.docx; Reorg Proposal-R10 ECL-April 2018.docx; Reorg Decision Memo-R10 ECL-April 2018.docx; Org Code Change Form-R10 ECL-April 2018.xlsx; Current Staffing Plan-R10 ECL-April 2018.docx; Proposed Staffing Plan-R10 ECL-April 2018.docx; Reorganization Routing Slip-R10 ECL-April 2018.docx
Location: WJCE 1419 conference room teleconference (202) 991-0477 #7645633
Start: 7/11/2018 2:00:00 PM
End: 7/11/2018 3:00:00 PM
Show Time As: Busy

Greetings,

Region 10 have provided us their reorg package and have requested a JAM. We ask for everyone to review the package prior to the meeting and try to send your questions and concerns to the program office prior to the JAM.

Message

From: Barber, Anthony [Barber.Anthony@epa.gov]
Sent: 11/6/2017 7:52:11 PM
To: Sullivan, Peter [Sullivan.Peter@epa.gov]
Subject: FW: Note from the ARA call on VERA/VSIP
Attachments: R10 VSIP VERA Version 12-19-2013.docx; EPA R10 VERA-VSIP Request to OPM 3-6-15 (4).pdf; Region 10 Business Case for VERA VSIP 5_24_2017.docx; Master V-V list 2014-2017 - Copy.xlsx

Flag: Follow up

Peter,

Here are the various V/V documents we just discussed.

Anthony L. Barber, PE
Acting Deputy Assistant Regional Administrator
Director, Oregon Operations Office
US EPA Region IO
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Barber, Anthony
Sent: Tuesday, September 12, 2017 3:35 PM
To: McArthur, Lisa <McArthur.Lisa@epa.gov>
Subject: RE: Note from the ARA call on VERA/VSIP

Lisa,

Here are the 2014, 2015, and 2017 v/v business cases.

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit
Director, Oregon Operations Office
US EPA Region IO
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: McArthur, Lisa
Sent: Tuesday, September 12, 2017 11:15 AM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: Note from the ARA call on VERA/VSIP

Tony, could you also share (with me, if you can't share it more broadly), the narrative VERA/VSIP commitments? I misplaced it, apologies,

Lisa

Lisa McArthur
Acting Deputy Assistant Regional Administrator
Office of Management Programs
EPA Region 10
(206) 553-1814
mcarthur.lisa@epa.gov

From: Barber, Anthony
Sent: Tuesday, September 12, 2017 10:24 AM
To: McArthur, Lisa <McArthur.Lisa@epa.gov>; R10-Associate Office Directors <R10-Associate_Office_Directors@epa.gov>
Cc: Lindsay, Nancy <Lindsay.Nancy@epa.gov>
Subject: RE: Note from the ARA call on VERA/VSIP

Here (attached) is what I put together a while back to help screen for issues related to this.

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit
Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: McArthur, Lisa
Sent: Tuesday, September 12, 2017 9:27 AM
To: Barber, Anthony <Barber.Anthony@epa.gov>; R10-Associate Office Directors <R10-Associate_Office_Directors@epa.gov>
Cc: Lindsay, Nancy <Lindsay.Nancy@epa.gov>
Subject: Note from the ARA call on VERA/VSIP

Ex. 5 - Deliberative Process

Since Tony has been checking every position to make sure it is consistent with the VERA/VSIP, I think we are in good shape, but wanted you to be aware.

Lisa

Lisa McArthur
Acting Deputy Assistant Regional Administrator
Office of Management Programs
EPA Region 10
(206) 553-1814
mcarthur.lisa@epa.gov

Message

Sent: 2/7/2018 7:46:54 PM
To: Davis, Cathy [Davis.Cathy@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]; Crum, Kim [Crum.Kim@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
Subject: FW: Follow Up on VERA/VSIP Discussion

Hey guys! I know everyone is swamped, especially with so much going on these days, but I was hoping for some feedback on the email from this morning. We have to prepare a briefing for the EC by tomorrow explaining how we should approach this effort, especially if it needs to change drastically from our initial thoughts. Any help you can give me would be greatly appreciated.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> **Ex. 6 - Personal Privacy**

From: Vaughan, Pat
Sent: Wednesday, February 07, 2018 8:45 AM
To: Davis, Cathy <Davis.Cathy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Cc: Jones, Laura <Jones.Laura@epa.gov>; Crum, Kim <Crum.Kim@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow Up on VERA/VSIP Discussion

Cathy,

Ok, thanks.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If that makes sense to all, then I'm ready to move forward. If it doesn't, then for my sanity, I'd like a joint discussion.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

From: Davis, Cathy

Sent: Wednesday, February 07, 2018 8:20 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Jones, Laura <Jones.Laura@epa.gov>; Crum, Kim <Crum.Kim@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Follow Up on VERA/VSIP Discussion

Good morning Pat.

Your comments below seem to be consistent with the information we discussed during our meeting yesterday. The SSC will be happy to help ORD with composing the VERA/VSIP package to ensure that your staffing needs can still be met after the VERA/VSIP exodus.

Please let us know if we can be of further assistance.

Thanks and we're looking forward to working with you on this endeavor.

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax

OARM-RTP

SERVE. SOLVE. COLLABORATE.



From: Hunt, Loretta

Sent: Tuesday, February 06, 2018 6:39 PM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Crum, Kim <Crum.Kim@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Follow Up on VERA/VSIP Discussion

Pat, I think you captured everything we discussed.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If anyone has any questions or concerns, please contact me.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vaughan, Pat

Sent: Tuesday, February 06, 2018 4:37 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Crum, Kim <Crum.Kim@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Follow Up on VERA/VSIP Discussion

Loretta,

Thanks for the follow up message. After our discussion today, and based on your comment below, Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

It I have misunderstood any of this, please let me know. I am copying the SSC on this email as we had a different outcome from our earlier discussion with them. I'm hoping if everyone isn't in agreement, we can have a quick call this week to work things out, as ORD senior management want to come to a final decision on how to move forward at their face-to-face next week.

We also plan to contact OGC to talk through the issue of Ex. 5 - Deliberative Process & ACP
Ex. 5 - Deliberative Process From your suggestions, I feel the business case can address that in a way that works.

Thanks again for your time in talking this through.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)
<https://> Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Tuesday, February 06, 2018 1:35 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: F/U on VERA/VSIP

Pat,

Per our conversation, OPM does allow the targeted pool to be limited to early and optional retirement employees (pg. 6).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: McPherson, Mark [McPherson.Mark@epa.gov]
Sent: 2/26/2018 1:32:00 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: FW: NCEA Epidemiologist Needs
Attachments: Memo Flynn NCEA epidemiologists 02-22-18.docx; NCEA epidemiologists _022018.docx

Hi Pat – this memo is on its way to Flynn...

Mark S. McPherson
Senior Advisor
EPA Office of Research and Development
(W) 919-541-3123
(C) Ex. 6 - Personal Privacy

From: Bahadori, Tina
Sent: Thursday, February 22, 2018 6:53 PM
To: Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>
Cc: Ross, Mary <Ross.Mary@epa.gov>; McPherson, Mark <McPherson.Mark@epa.gov>
Subject: NCEA Epidemiologist Needs

Hi Jennifer and Chris,

Attached please find the documents that we prepared as support for the NCEA epidemiology recruitments. One document is a memo from Jennifer to Mike, the other is the information the we used to shape our request. Please let us know if these are sufficient for you to move forward or if you need anything else at this time.

Thanks again for your support and your willingness to move this forward. We are very desperate, as you know.

Tina and Mary

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 2/23/2018 4:38:27 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Las Vegas VERA/VSIP Information
Attachments: EPA Las Vegas SSC and ORD Lab Shutdown Targeted Pos V-V DRAFT.XLSX; Additional Required Information for V-V DRAFT.DOCX; LV-ORD Business Case 2-21-18 ver 2.docx; Vegas_2018-02-12 with edits.xlsx



Pat,

I don't know if they want more detail in this without more guidance. I'm attaching the first 2 attachments, completed as a draft. However, the business case does refer to relocating ORD staff to Athens, GA. Is that true? That's different from what I'd heard before.

I'm also attaching the spreadsheet with the retirement eligibility dates and the Vegas roster in case you want to review the figures I provided. The estimate of accepting VERA have to do with proximity to the actual retirement date. I don't know if there's a better way to estimate.

Thanks!

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Friday, February 23, 2018 8:20 AM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: FW: Las Vegas VERA/VSIP Information
Importance: High

After re-reading her email, I guess they want us to go ahead and fill out the requesting info on the first two attachments now. Can you take a first crack at that?

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Thursday, February 22, 2018 7:42 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Las Vegas VERA/VSIP Information

Importance: High

Pat/Jerome,

The following are attached for your review, concurrence and/or completion:

1. Draft business case (Word)
2. Additional required information (Word)
3. Targeted Position Chart (Excel)

Debbi and I have already notified OPM. We are scheduled to talk to OMB next week. We will follow-up with a budget information request once we speak to OCFO and OMB.

Let me know if you have any questions or concerns. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 2/13/2018 7:50:20 PM
To: Mayes, Desmond [Mayes.Desmond@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: Feedback on my presentation
Attachments: V-V_FY18_Slides.EC.BriefingJS.pptx

All,

My presentation went over my 30 minutes by about 10 minutes. But it was good engagement with the group

Next Steps:

1. Need to repost our spreadsheet (one were LCO designated safe positons) so the LCOs can see if they want to change safe positions to "essential" or neither.
2. They want Pat to hold a call next week with the MC/EC to cover instructions on filling out spreadsheet, answer questions regarding safe vs essential positons.

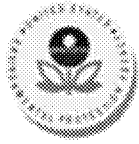
3. **Ex. 5 - Deliberative Process**

4. Updated spreadsheet due by 1 March

John W. Steenbock
Director
Office of Administrative and Research Support
EPA Office of Research and Development
Office Cincinnati: (513) 569-7348
Office RTP: (919) 541-2585
Cell: Ex. 6 - Personal Privacy

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 2/7/2018 11:31:58 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: FW: Slides for John for tomorrow
Attachments: V-V_FY18_Slides_UpdateForJohn_2017-02-07.pptx



This is the same slide attachment as before. But I wanted to point out that I didn't say anything about conflicting guidance from SSC and OHR on this. And I'm including the language below where Regions 4 and 6 said they would wait to determine restructuring until completion of the VERA-VSIP.

Ex. 5 - Deliberative Process

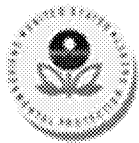
Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098



From: Kanet, Audrey
Sent: Wednesday, February 7, 2018 6:17 PM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: Slides for John for tomorrow

Please let me know of any changes you'd like to make.

Then sometime tomorrow if at all possible, we need to discuss security for the HR Apps so we can get back with NRMRL and Steve and get some sort of "policy" in place for it. I forgot that today for our call, but I've had multiple requests now and I need to be able to address them in some fashion or I'm afraid people will give up on the apps and we'll be back to emailing reports.

Thank you

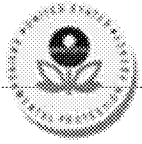
Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 2/7/2018 8:02:22 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: V-V Notes
Attachments: VV18_Notes_2017-02-07.docx



Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 2/6/2018 7:54:27 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: F/U on VERA/VSIP
Attachments: Final_Agency_BusPlans_FY17VV.PDF

You're in the right place.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Tuesday, February 6, 2018 2:14 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: FW: F/U on VERA/VSIP

I still don't think she understands our question. Where on page 6 is she referring? Everything I read indicates that you can offer VSIP only to early and optional retirement eligibles, but I can't find anything that says that can be your whole targeted pool.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (b)(1)

From: Hunt, Loretta
Sent: Tuesday, February 06, 2018 1:35 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: F/U on VERA/VSIP

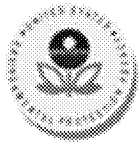
Pat,

Per our conversation, OPM does allow the targeted pool to be limited to early and optional retirement employees (pg. 6).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 1/22/2018 6:46:10 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Business Case
Attachments: ORD VERA VSIP Business Case - 1.22.18.docx



Attached with #s as of 1/10/18. I can pull it with updated numbers as of today, but that will take more time, and they probably haven't changed much, so let me know if that's your preference. I also put XXX in the other 2 future blank number spots in that paragraph so they'd be easy to pinpoint later.

I think

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if there is additional or more current data you'd like from me for this.

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

From: Vaughan, Pat

Sent: Monday, January 22, 2018 11:50 AM

To: Kanet, Audrey <kanet.audrey@epa.gov>

Subject: Business Case

Audrey,

This is a draft of the next V/V business case. Can you fill in the numbers where blanks are in the highlighted sentence?

Ex. 5 - Deliberative Process

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (ell)

<https://> Ex. 6 - Personal Privacy

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 12/1/2017 1:20:45 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
CC: Mayes, Desmond [Mayes.Desmond@epa.gov]
Subject: RE: Chris Meeting & Assignment
Attachments: Workforce Strategy for ORD GS-14 and GS-15 HR Actions js edits.docx

Here are my edits and thoughts on what to add

From: Vaughan, Pat
Sent: Thursday, November 30, 2017 5:26 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Cc: Mayes, Desmond <Mayes.Desmond@epa.gov>
Subject: Chris Meeting & Assignment

John,

Ex. 5 - Deliberative Process

Chris asked for this by **noon on Monday**, so I have tomorrow to work on it too. I figured you could send it to him that day once we get something in a better format.

Appreciate both of your feedback.

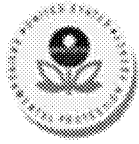
Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

[https://](#) Ex. 6 - Personal Privacy

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 1/3/2018 7:10:14 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Presentation
Attachments: ORD VERA VSIP - 2018 EC Presentation_Chart.pptx; VV18_2018-01-01.xlsx



Updated to with the totals

Ex. 5 - Deliberative Process

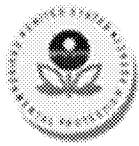
I thought they might want to know those numbers for FTE reductions.

Thank you

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Wednesday, January 3, 2018 1:32 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: Presentation



Looks good. Can you add his recent request of all optional and early out eligibles?

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Kanet, Audrey
Sent: Wednesday, January 03, 2018 1:30 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: Presentation

How's this? Let me know if you want me to make any other changes.

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Wednesday, January 3, 2018 9:04 AM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: Presentation

Audrey,

I put together a “draft” slide in the presentation (#9) that might be how we could show the data in a more compressed fashion and then provide John with the detailed chart you prepared for more specifics. I haven’t finished filling it in (mainly because I’m PowerPoint dumb and couldn’t figure out how to add the additional rows 😊 to the chart).

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Robbins, Chris [Robbins.Chris@epa.gov]
Sent: 10/27/2017 12:28:02 PM
To: Helm, Arron [Helm.Arron@epa.gov]
CC: McPherson, Mark [McPherson.Mark@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: DRAFT one-pager - would appreciate your thoughts
Attachments: Post VERA VSIP Hiring One Pager.docx

Hi Arron,

Following up our discussion earlier this week, attached is a one-pager we've put together laying out our rationale for

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Would appreciate your thoughts and I am happy to discuss this further...

Thanks,

Chris

Christopher S. Robbins
Deputy Assistant Administrator for Management (Acting)
Office of Research and Development
(919) 541-0605

Message

From: Moore, Kathy H [Moore.Kathyh@epa.gov]
Sent: 11/14/2017 2:10:14 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
CC: Fox, Amy [Fox.Amy@epa.gov]
Subject: 14/15 approvals from 11/9 meeting
Attachments: 14 15 V-V Impacting SRO approvals 11-14-17 version.xlsx

Pat,

Attached is the chart for Chris's signature with the 14/15 V/V impacting actions that were approved in our meeting on 11/9. The first tab of the spreadsheet provides an updated summary of our FTE situation – note that with the actions approved, the net result was actually a [] including the [] GS14 TQBs we have in hand, we are now at []. The second tab is the list of [] and [] separations since 8/9. The third tab is the actions that were approved during our meeting.

Kathy Moore
919/541-3504
Chief, RTP Client Services Branch
Human Resources Division
ORD/OARS

Mailing Address:
U.S. EPA/ORD/OARS/HRD
Attn: Kathy Moore
Mail Code D343-05

Message

From: Moore, Kathy H [Moore.Kathyh@epa.gov]
Sent: 10/25/2017 7:26:36 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]; Fox, Amy [Fox.Amy@epa.gov]
CC: Marshall, Renee [Marshall.Renee@epa.gov]
Subject: Proposed TQB template for SSC justifications
Attachments: VERA.VSIP_Ekman FPPS #17 1924906_TQB.docx

Pat,

As you will see this borrows heavily from the latest version I have of our rationale for excluding TQBs from our ceiling. Our thinking is that the content would be the same for all of them in the future, just tailoring the candidate name, grade, series and FPPS number as appropriate. Once we have a final format we will share it with the TQB leads so they can create individual justifications for their pending TQBs. If it looks like we won't have approval of them template in time to get them all to the SSC by Friday, let me know...they have given us till then to provide the justifications or they will start returning our packages. If it can't happen by Friday we can try to sweet talk an extra day out of them. Thanks, Kathy

Kathy Moore
919/541-3504
Chief, RTP Client Services Branch
Human Resources Division
ORD/OARS

Mailing Address:
U.S. EPA/ORD/OARS/HRD
Attn: Kathy Moore
Mail Code D343-05

Message

From: Moore, Kathy H [Moore.Kathyh@epa.gov]
Sent: 10/23/2017 5:03:56 PM
To: Jones, Laura [Jones.Laura@epa.gov]
CC: Fox, Amy [Fox.Amy@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: FW: SRO VV Follow Up
Attachments: VERA VSIP SRO Follow Up Request - NF - ORD_REV 10.10.17.xlsx; VERA.VSIP_17 1743096_0401.14_Temporary Promotion.docx; VERA.VSIP_17 1610010_1301.15_Temp Promotion.docx; VERA.VSIP_17 1639538_690.14_recruit.docx; VERA.VSIP_17 1720260_0343.14_recruit.docx; VERA.VSIP_17 1742665_INTER_1301.14_temp prom.docx; VERA.VSIP_17 1524394_0343.14_Temp Promotion.docx; VERA.VSIP_17 1412781_Interdisciplinary.15_recruit.docx; VERA.VSIP_17 1371912_Acquisition & Extramural Mgmt Spc_1101.14_PAO.DOCX; VERA.VSIP_17 1364388_0343.14_recruit.docx; VERA.VSIP_17 0863629_Biologist_0401.15_Temp promotion.docx; VERA.VSIP_17 1037699_2210.14_Temp Promotion.docx; VERA.VSIP_17 1125722_0343.14_recruit.docx; VERA.VSIP_17 1166028_Interdisciplinary.15_recruit.docx; VERA.VSIP_17 0509093_0401.15_Promotion.docx; VERA.VSIP_16 2015572_1301.14_Promotion.docx; VERA.VSIP_17 1651055_408.15_Reassignment.docx; VERA.VSIP_17 1743289_0415.15_Reassignment.docx

Hi Laura,

We are starting to develop our post V/V justifications as required, but wanted to confirm whether or not we are supposed to retain the paragraph with the yellow highlighting where you summarize our business case and the final paragraph defining what it means to restructure a position (particularly for positions that are not being filled due to someone separated via V/V.) If not, we would retain the initial info re: program, FPPS, title/series/grade, and then provide the justification.

Kathy Moore
919/541-3504
Chief, RTP Client Services Branch
Human Resources Division
ORD/OARS

Mailing Address:
U.S. EPA/ORD/OARS/HRD
Attn: Kathy Moore
Mail Code D343-05

From: Moore, Kathy H
Sent: Monday, October 23, 2017 12:34 PM
To: Moore, Kathy H <Moore.Kathyh@epa.gov>
Subject: FW: SRO VV Follow Up

Kathy Moore
919/541-3504
Chief, RTP Client Services Branch
Human Resources Division
ORD/OARS

Mailing Address:
U.S. EPA/ORD/OARS/HRD
Attn: Kathy Moore

From: Vaughan, Pat
Sent: Wednesday, October 11, 2017 11:06 AM
To: Moore, Kathy H <Moore.Kathyh@epa.gov>; Fox, Amy <Fox.Amy@epa.gov>
Subject: FW: SRO VV Follow Up

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Taylor, Jeremy
Sent: Wednesday, October 11, 2017 10:43 AM
To: Robbins, Chris <Robbins.Chris@epa.gov>
Cc: Nolte, Kami <nolte.kami@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Crum, Kim <Crum.Kim@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Carr, Dorothy <Carr.Dorothy@epa.gov>
Subject: FW: SRO VV Follow Up

Hello Chris,

This is a follow-up to the message below and Donna Vizian's message dated September 13th regarding post VERA/VSIP activity. Attached you will find a spreadsheet report. The first tab on this spreadsheet contains actions that are either effective since September 2nd or active with the SSC at this time. **Please take the time to fill in the last column titled "SRO Approval/Disapproval/Feedback" and return to the SSC.** You can approve, disapprove or give feedback and engage for more information prior to making a final determination. The SSC has reviewed this report and highlighted some actions that appear to have possible conflicts with your VERA/VSIP package. If ORD approves any of these actions please complete the associated form that we attached to this email and explain how the action falls in line with the commitments from VERA/VSIP. The form for each action has more information regarding what issue needs to be addressed. We have highlighted actions that you have already gone over and approved through Arron Helm so those will not need to be addressed unless you see any issues.

In order to provide assistance we are providing some additional data that may help you evaluate and justify some of the actions identified. Moving forward we will be working to provide you data to support your decisions. In looking at your highlighted actions

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Here is a breakdown of the number of non-supervisory GS-15s in ORD since August:

August (pay period 17): 537
September (pay period 19): 511
Current (10/11/17): 510

So far ORD appears to be doing a good job of keeping with the VERA/VSIP commitments. We will be working to provide additional data that will support your decision making process and provide more tracking materials in the near future.

Please review and respond at your earliest convenience. The second tab includes actions that were effective between 7/23/17 and 9/1/17 for your information. There is no requirement to weigh in on this tab unless you feel there are any issues.

As a reminder following up from the email below, all new actions with the type Recruitment, Reassignment, Details and Temporary Promotions **must** indicate in the Notes section of FPPS: **"This action has been approved by the SRO and is not in conflict with VERA/VSIP commitments"**.

Below is the URL to the EPA VERA/VSIP Business Case approved by OPM and EPA Targeted Positions:

[http://](#) **Ex. 6 - Personal Privacy**

Thank you. If you have any further questions feel free to reach out.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Helm, Arron

Sent: Tuesday, September 19, 2017 8:31 AM

To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <Lapierre.Kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Showman, John <Showman.John@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Doucette, Judi <Doucette.Judi@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>; Fruge, John <Fruge.John@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kohler, Carla <Kohler.Carla@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Nolte, Kami <nolte.kami@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Sloan, Steve <sloan.steven@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Swack, David <Swack.David@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>

Cc: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>; Deputy ARAs <Deputy_ARAs@epa.gov>; Hart, Debbi

<Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: SRO VV Follow Up

Hello SRO Community,

This is a follow-up to Donna Vizian's September 13th on Post VERA/VSIP Hiring. Per Donna's email, SROs are responsible for closely monitoring all personnel actions to ensure compliance with approved VERA/VSIP packages prior to submission to your HR Shared Service Center. In addition, Donna has instructed the SSCs to review all incoming actions for adherence to the commitment/business case of the packages. This email outlines the steps the SSCs are taking to work with you and your RHRO/PMO to ensure that your organization is able to meet your full commitments under VERA/VSIP.

The particular actions that will be most important to monitor during this process are Recruitments, Reassignments, Details and Temporary Promotions. Effective immediately, all of these types of actions submitted to the SSCs must contain the following comment in the Notes section of FPPS: **"This action has been approved by the SRO and is not in conflict with VERA/VSIP commitments"**. In addition, your servicing SSC will follow-up to this email with a report of actions received in the SSC effective September 2nd forward, including your active Recruitments, Reassignments, Details and Temporary Promotions. In conjunction with your approved VERA/VSIP plan, you will need to review the action report and respond approving all actions or provide specific approvals, requests to cancel, return or discuss follow-up questions.

The SSCs will review actions that come in and if conflicts appear with the VERA/VSIP package the SSC will ask you to address and explain. Our combined goal is to ensure that our agency is in full compliance with our approved VERA/VSIP plans. The SSC will be reviewing for both individual backfilling of vacated VERA/VSIP positions and for any other commitments made in the package.

Any position vacated by VERA/VSIP must be eliminated or restructured prior to filling. The SSC will be evaluating new positions against vacated VERA/VSIP positions to determine if they have been restructured meeting the following criteria:

- Supervisory to non-supervisory
- Different series
- Same series, lower grade and FPL
- Same series, same grade (or FPL) but position has been restructured (i.e., significant change in duties). Significant change in duties to be described as a combination of new duties (25% or more) and new qualifications/specialized experience.

Some organizations outlined the intent to reduce certain types of positions (supervisory, high graded non-supervisory, specific job series at certain grades, etc.). The SSCs are evaluating these commitments and will engage with each organization to help ensure that the agency is on track to meet these commitments. The SSC will review actions against these commitments and may engage with you to provide follow-up information such as data on the numbers of positions for those intended to be reduced or on supervisory ratios or overall grade levels, etc. Please understand that every organization's commitments in these areas were written differently so the SSCs will need to take different approaches with each customer. Feedback that one program receives may be very different from what another program receives due to these varying commitments.

The SSCs will also be updating the Hiring Guidance SharePoint Site with this information and any further clarifying information in the future (<https://www.epa.gov/hrm/hiring-guidance>)

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

If you do not have access to this SharePoint site please contact your servicing SSC Director to request. Shortly, your servicing SSC will send you a template for quarterly reporting of your post VERA/VSIP activity. The SSCs will house these documents once they are completed and can help you with information to make sure they are accurate.

We appreciate your help in ensuring the agency is able to meet our commitments under VERA/VSIP. Programs are encouraged to engage with their SSCs if there are any questions or if you would like to share your plans for moving forward so that the SSC understands the direction the program is taking.

Thank you for your support in this effort.

Arron Helm, Director, OARM-RTP

Rick Carter, Director, OARM- Cincy

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 6/30/2017 3:48:00 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: Business Case Updated per guidance
Attachments: ORD VERA-VSIP Business Case - 6.30.17.docx

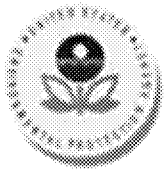
Importance: High

Updated.

Ex. 5 - Deliberative Process

So that's it. I also compressed the wording in the footnotes to be slightly less verbose so it all fit on one page (so the whole thing is now 2 pages instead of 3 (2.25 or so)).

Thank you



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Friday, June 30, 2017 7:59 AM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: Retirement, Awards

Actually, it's the other data they want consistent.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

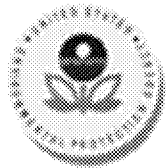
From: Kanet, Audrey
Sent: Friday, June 30, 2017 7:37 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: Retirement, Awards

Pat,

I understand we need to update the budget portion of the business case soon, and I am standing by on guidance for that. I'm guessing that for things like WCF costs and such EPA realized that every org probably submitted something different and they want to standardize it. Every org probably also put different notes and calculations in, so they are probably just trying to make it uniform. I can make those updates once we get the guidance and I'm watching for that to come. However, if part of what they want us to do is update the pools again, I still need that data from SSC before I can do that with confidence since I still haven't been able to check the excluded tab names for MRA+10. I know you've reached out to them as well. I am watching for something to come back from them, but I haven't seen it yet.

Also, I've seen the updated E2E and the retirement slide request from John. I will update the report as regular, but his request read like it was for a powerpoint slide, and I don't recall doing a retirement powerpoint slide before. Did you do one? John appears to be out today, but I will reach out to him about this unless I hear back from you about the slide.

Thank you!!



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 6/29/2017 9:27:07 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]; Burman, Eric [Burman.Eric@epa.gov]
CC: Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]; Ajabi, Laurel [Ajabi.Laurel@epa.gov]; Heckman, Deborah [Heckman.Deborah@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
Subject: FW: Revised ORD VERA/VSIP Submission
Attachments: ORD VERA-VSIP Business Case - 5.24.17.docx; VERA VSIP Major Themes_New.xlsx; Targeted Positions Template_NEW.XLSX

All,

I believe this is the latest business case

John

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Subject: Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

-
-
- # Ex. 5 - Deliberative Process
-

We could see an additional slight shift to our pool based on the requirement to be in a permanent position for 30 days prior to submission of the package to OPM, depending on when that date is. The pool could also shift again if the date for required departure changes. We backed it to early September and had some drop out of the pool as a result.

Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]
Sent: 6/20/2017 3:07:35 PM
To: Kavlock, Robert [Kavlock.Robert@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Rodan, Bruce [rodan.bruce@epa.gov]; Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]; Hubbard, Carolyn [Hubbard.Carolyn@epa.gov]; Gwinn, Maureen [gwinn.maureen@epa.gov]
CC: Gentry, Nathan [Gentry.Nathan@epa.gov]; Osaka, Anna [Osaka.Anna@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]
Subject: V/V talking points for ORD Town Hall
Attachments: ORD Talking Points - VERA.VSIP - July 2017.docx; x2017_V-V_LCOs.xlsx

Attached please find the ORD talking points for the Town Hall scheduled for tomorrow on the Vera Vsip. The ORD specific points are noted in RED, the remaining text was provided by OARM. In addition to the talking points, the excel spreadsheet contains the ORD-wide information for the Vera Vsip. This is for our information.

The plan is that Nathan will send out the invite to all ORD after receipt of the Mike Flynn memo today. OARs will manage the invite to unions through LER.

WRT specific l/c/o town halls, John/Pat will be sending specific talking points tailored to the organization for their use. And they will get an organization specific roster.

Let me know if you have questions.

Thanks everyone.

Mary Ellen Radzikowski
Acting Associate Assistant Administrator
Office of Research and Development
Radzikowski.maryellen@epa.gov
202 564 6757

From: Steenbock, John
Sent: Tuesday, June 20, 2017 9:56 AM
To: Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Branch, Danielle <branch.danielle@epa.gov>
Cc: Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Osaka, Anna <Osaka.Anna@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>
Subject: V/V communications for Town Hall

Liz, MER,

Attached are the talking points for the V/V town hall. The text in red is the ORD specific information, the rest was provided by OARM.

Also, just for your information attached is a combined list of the all the eligibles for V/V. Each LCO will receive their specific listing after the ORD town hall so they can hold their own town hall meetings.

Please let me know if you have any questions or comments

John

From: Vizian, Donna

Sent: Tuesday, June 20, 2017 8:55 AM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; Miles, Ramona <Miles.Ramona@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Porter, Lamar <Porter.Lamar@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; RHRO <RHRO@epa.gov>

Subject: V/V communications

Hi Everyone,

We received the green light to move forward. Here is the current plan. A mass mailer will be sent out at 2PM. I am attaching it for your information. You are free to have your conversations with staff following the release of the mass mailer. Attached are talking points for your use. There is a section you will need to fill in with your own information. Please remember it is considered a formal discussion and you must invite the union. **Please do not share the mass mailer further.**

Thank you for your patience. Please call if you have questions.

Donna

<VERA-VSIP AnnouncementFlynnJune 19 2017 .docx>

<Talking Points - VERA and VSIP Town Hall Meetings june 19.docx>

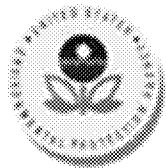
Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 6/8/2017 1:48:26 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: New VERA-VSIPs (with Kevin Crofton update and NRMRL bullet note updated)
Attachments: VERA VSIP Major Themes_New.xlsx; 2017-06-07_VERA_Details_wSummary.xlsx; 2017-06-07_VERA-VSIP_LCO_Matrix.pdf; Bullets.txt; ORD VERA-VSIP Business Case - 5.24.17.docx; Targeted Positions Template w Comments_NEW.xlsx; Targeted Positions Template_NEW.xlsx

What would go up is the Major Themes (only reduced targets from Kevin Crofton, but see next paragraph), the Targeted Positions Template (without comments) – changed only RTP (remove **Ex. 5 - Deliberative Process** and moved which series the cap figure falls under, changed comment one with comments), and the Business Case.

The Major Themes targeted actually went down b **Ex. 5 - Deliberative Process** because there was a field I'd forgotten to update last night because I hadn't properly refreshed my data in the pivot table I was using for the appropriations. It is **Ex. 5 - Deliberative Process** now instead of **Ex. 5 - Deliberative Process**. So that has been corrected. Apologies for that oversight. I think it's good to go now. I attached the bullets in a txt file instead of in the email again, although I did update the bullet referring to the NRMRL to more accurately reflect what's happening there.

I hope I got it all right this time. I think I did. ☺



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 6/8/2017 3:23:24 AM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: New VERA-VSIP Documents
Attachments: VERA VSIP Major Themes_New.xlsx; 2017-06-07_VERA_Details_wSummary.xlsx; 2017-06-07_VERA-VSIP_LCO_Matrix.pdf; ORD VERA-VSIP Business Case - 5.24.17.docx; Targeted Positions Template w Comments_NEW.xlsx; Targeted Positions Template_NEW.xlsx

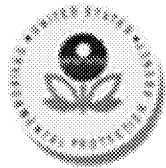
Pat,

Attached are the updated documents. Below are the bullets – definitely read carefully. I wrote these with you in mind as my audience, and trying to capture everything that has changed. So you may not want to share all of this.

Bullets:

- -
 -
 -
 -
 -
 -
 -
- ## Ex. 5 - Deliberative Process

Please let me know if you need anything else. 😊



Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

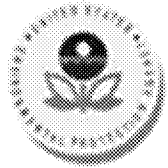
26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 6/6/2017 8:09:58 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Freeze of Targeted V/V Positions
Attachments: ReassignmentsNRMRL2017_wV-V.xlsx

Updated with include/exclude from VERA-VSIP and also the VERA-VSIP status they'd have after the reassignments.



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Tuesday, June 06, 2017 3:23 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

Actually, check all of them. If the ones who haven't been finalized yet aren't in the pools we will go ahead and have those move forward. Thanks.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Fox, Amy
Sent: Tuesday, June 06, 2017 3:20 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Moore, Kathy H <Moore.Kathyh@epa.gov>
Cc: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

Pat – attached are the reassignments that were completed during the NRMRL re-org. There are six towards the bottom of the list that are separated from the rest because those packages have not be sent to Kim Crum to process. What should we do about those...hold them?...submit and get them processed?

Let me know if you need any further information. Thanks.

Amy Fox
Chief, DC/Cincinnati Client Services Branch
HRD/OARS/ORD
26 W. Martin Luther King Drive, MS: WG-12
Cincinnati, OH 45268
Tel: 513-569-7079
Fax: 513-487-2580
Email: fox.amy@epa.gov

[http://](#) Ex. 6 - Personal Privacy

From: Vaughan, Pat
Sent: Tuesday, June 06, 2017 11:10 AM
To: Fox, Amy <Fox.Amy@epa.gov>; Moore, Kathy H <Moore.Kathyh@epa.gov>
Cc: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

Ok, thanks. I hope none of the ones that just took effect are employees eligible for the early out/buyout, because I think the agency request will go in well before 6/28, which would eliminate them from being able to apply.

Please let me know who those employees were so that Audrey can see if any of them are in our pool.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)
<https://> **Ex. 6 - Personal Privacy**

From: Fox, Amy
Sent: Tuesday, June 06, 2017 11:02 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Moore, Kathy H <Moore.Kathyh@epa.gov>
Cc: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

We have several reassignments due to the NRMRL re-org that just took effect 5/28, but we also have some that are being routed for signature, and some in the process of clearing PSB. All pertain to the NRMRL re-org. I'll get you a list and where they are in the process.

Amy Fox
Chief, DC/Cincinnati Client Services Branch
HRD/OARS/ORD
26 W. Martin Luther King Drive, MS: WG-12
Cincinnati, OH 45268
Tel: 513-569-7079
Fax: 513-487-2580
Email: fox.amy@epa.gov

<http://> **Ex. 6 - Personal Privacy**

From: Vaughan, Pat
Sent: Tuesday, June 06, 2017 10:51 AM
To: Moore, Kathy H <Moore.Kathyh@epa.gov>; Fox, Amy <Fox.Amy@epa.gov>
Cc: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

FYI. Had never thought about this. Any reassignment action requests need to be looked at closely from here on out. We can't do them if it is for an employee in one of the targeted areas for VERA/VSIP. They have to have been in a job for 30 days prior to agency request date in order to qualify.

If there are any in the works right now for someone you think could be VERA eligible, please let me know right away. We may need to stop them.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Radzikowski, Mary Ellen
Sent: Tuesday, June 06, 2017 10:44 AM
To: Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

See below.

Mary Ellen Radzikowski
Acting Associate Assistant Administrator
Office of Research and Development
Radzikowski.maryellen@epa.gov
202 564 6757

From: Kavlock, Robert
Sent: Tuesday, June 06, 2017 10:39 AM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Rodan, Bruce <rodan.bruce@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

From: Vizian, Donna
Sent: Tuesday, June 6, 2017 10:38:32 AM (UTC-05:00) Eastern Time (US & Canada)
To: 2017HQfirstassistants; 2017Regionfirstassistants; ARA; DAA-Career; DRA
Cc: Hart, Debbi; Carpenter, Wesley; Gray, Linda; Hunt, Loretta
Subject: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

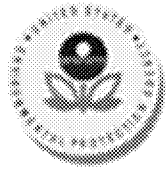
Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 6/1/2017 5:31:09 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: FW: VERA/VSIP Update
Attachments: Targeted Positions Template w Comments.xlsx; Targeted Positions Template.xlsx; VERA VSIP Major Themes_New.xlsx; V-V Business Case Checklist April2017_Audrey.docx; 2017-05-08_VERA_Details.xlsx

Importance: High

Pat,

This is where I'm explaining why  instead of  Forwarded with attachments originally included in the email.



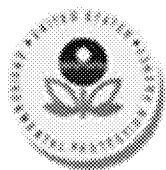
Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
Phone: (513) 487-2098

From: Kanet, Audrey
Sent: Tuesday, May 23, 2017 11:16 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: VERA/VSIP Update
Importance: High

Pat,

Ex. 5 - Deliberative Process

Thank you!!



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

Message

From: Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]
Sent: 4/20/2017 1:13:45 PM
To: Steenbock, John [Steenbock.John@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]
CC: Watkins, Tim [Watkins.Tim@epa.gov]; Brady, Randy [Brady.Randym@epa.gov]; Struble, Edward [Struble.Ed@epa.gov]; Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]
Subject: Draft NERL -LV Doc
Attachments: NERL-LV V-V.joz.docx

Importance: High

Hi John, given that the landscape is shifting for V-V considerations ORD-wide rather than LV specifically, I am sharing with you a draft that Randy Brady helped develop (that includes my edits) working with George Hammer for your consideration in folding in to the ORD-wide doc. Feel free to follow up with him directly so that we capture this perspective in to the larger picture

Thanks!

Jennifer Orme-Zavaleta, PhD
Director, National Exposure Research Laboratory
USEPA Office of Research and Development
109 TW Alexander Dr MC 305-01
RTP, NC 27711

919-541-2106

Ex. 6 - Personal Privacy (cell)

orme-zavaleta.jennifer@epa.gov

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 5/24/2017 1:20:21 PM
To: Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]
CC: Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
Subject: For IOAA Review: Draft VERA/VSIP Submission
Attachments: Targeted Positions Template.xlsx; Targeted Positions Template w Comments.xlsx; 2017-05-08_VERA_Details.xlsx; ORD VERA-VSIP Business Case - 5.24.17.docx; ORD Org Chart - May 2017.pptx

Importance: High

Chris, Liz,

Attached for your review and approval to release are the documents we are required to submit to the agency by COB today. They include the 1) ORD VERA-VSIP Business case, 2) Targeted Positions Template and 3) ORD's Org chart (which needs to be done in PowerPoint now) We will remove the names from the Org Charts prior to submission to the Agency. I ask that you take a close look at the ORD business case as this includes a narrative that you have not seen before. The rest of the attachments are mainly numbers that are based on the LCO submissions and probably won't have a lot meaning by themselves.

Also included for your information is a Target Position Template Audrey prepared that includes notes in the comment field explaining the LCO caps as well as an attachment title 2017-05-08 VERA Details that contains her backup data.

After talking with Chris last night we removed the **Ex. 5 - Deliberative Process** that wasn't on our original submission to the Agency. This resulted in a total cap of [] instead of the [] we submitted last week. The [] extra are due to the team leads being added as they were inadvertently left off the original submission. Since this was a very small change I elected to include them in our final submission as they were part of the original criteria. Please let me know if you are ok with this increase of [] positions.

Let me know if there is anything else you need or if there are any questions. Pat, Audrey, and I would be happy to go over Audrey's methodology for preparing the template if necessary.

JOhn

Message

From: Murphy, Yvonne [Murphy.Yvonne@epa.gov]
Sent: 4/19/2017 9:00:35 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Budget/HR questions from staff

Thanks! I think for Q1 they were asking based upon John's communication (bottom of email thread), that one of the potential tools available for addressing FY18 reductions was furloughs....no, I did not forward his email, just mentioned the information in the context of there were many tools the government has to address reduced FTE levels other than involuntary separations ☺.

From: Vaughan, Pat
Sent: Wednesday, April 19, 2017 4:56 PM
To: Murphy, Yvonne <Murphy.Yvonne@epa.gov>
Subject: RE: Budget/HR questions from staff

See answers in red below.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

[https://www.epa.gov/epahome/ex-6-personal-privacy](#) Ex. 6 - Personal Privacy

From: Murphy, Yvonne
Sent: Wednesday, April 19, 2017 4:43 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: Budget/HR questions from staff

Hi Pat,

Below were the three questions you were going to cue up for response. Based upon our discussion this morning, I think I now know the answers to questions 2 and 3.

WR,
Y

From: Vaughan, Pat
Sent: Friday, April 07, 2017 9:40 AM
To: Murphy, Yvonne <Murphy.Yvonne@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>
Cc: Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Moore, Kathy H <Moore.Kathyh@epa.gov>; Fox, Amy <Fox.Amy@epa.gov>; Boucher, Michael <Boucher.Michael@epa.gov>; Reinhart, Andre <Reinhart.Andre@epa.gov>; Goins, William <Goins.William@epa.gov>; Palmer, Patricia <Palmer.Patricia@epa.gov>
Subject: RE: Release of EPA Budget Info - Talking Points for Staff

We will put together some answers (if we have them) on these. As far as time off awards go, you have to use them within that year. If you don't, the hours disappear....they do not pay out. Only comp time eventually pays out if not used.

Pat Vaughan

From: Murphy, Yvonne
Sent: Friday, April 07, 2017 9:36 AM
To: Steenbock, John <Steenbock.John@epa.gov>
Cc: Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Moore, Kathy H <Moore.Kathyh@epa.gov>; Fox, Amy <Fox.Amy@epa.gov>; Boucher, Michael <Boucher.Michael@epa.gov>; Reinhart, Andre <Reinhart.Andre@epa.gov>; Goins, William <Goins.William@epa.gov>; Palmer, Patricia <Palmer.Patricia@epa.gov>
Subject: RE: Release of EPA Budget Info - Talking Points for Staff

Hi John,

Thank you for this information. It came in very handy when I met with EMD's Partnership Management Branch yesterday.

We had some questions which I took from that discussion. Perhaps HRD knows the answers or could funnel up to whatever OHR is planning to post in terms of a fact sheet:

Q1: How would furloughs potentially work in terms of addressing an FTE reduction?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Q2: Has there been an increase to the buy-out amount which would apply if EPA requested and was approved to proceed with a VERA/VSIP?

Ex. 5 - Deliberative Process

Q3: If there is a VERA/VSIP approved for EPA or ORD, would there be flexibility in terms of the timing of the incentive payment (i.e. to ensure it is received in the new tax year)?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Separate from potential FTE reduction discussion, there was also a question about

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

With Regards,
Yvonne

From: Steenbock, John
Sent: Wednesday, April 05, 2017 10:10 AM
To: Dannel, Mimi <Dannel.Mimi@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Mayes, Desmond <Mayes.Desmond@epa.gov>; Miller, BettyJo <Miller.Bettyjo@epa.gov>; Murphy, Yvonne <Murphy.Yvonne@epa.gov>; Nichols, Marie <Nichols.Marie@epa.gov>; Peachier, Clay <peachier.clay@epa.gov>; Price, Frank <Price.Frank@epa.gov>; Shah, Surabhi <Shah.Surabhi@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Tychsen, Lisa <Tychsen.Lisa@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Ahlers, Stephanie <Ahlers.Stephanie@epa.gov>; Boucher, Michael <Boucher.Michael@epa.gov>; Eischen, Brent <Eischen.Brent@epa.gov>; Fox, Amy <Fox.Amy@epa.gov>; Goins, William <Goins.William@epa.gov>; Moore, Kathy H <Moore.Kathyh@epa.gov>; Moxley,

Sharon <Moxley.Sharon@epa.gov>; Palmer, Patricia <Palmer.Patricia@epa.gov>; Reinhart, Andre <Reinhart.Andre@epa.gov>; Schwaegerle, Linda <Schwaegerle.Linda@epa.gov>; Tychsen, Lisa <Tychsen.Lisa@epa.gov>; Cooper, Marco <Cooper.Marco@epa.gov>
Cc: Vanhorn, Steve <VanHorn.Steve@epa.gov>
Subject: Release of EPA Budget Info - Talking Points for Staff

All

Im writing to you as leaders in OARS to ask for your help in sharing information with our staff.

As you know, last week's ORD managers call mentioned the details of the EPA budget were confidential and could not be released at this time. However, since that time the details were released in the Washington Post. I will not share the link as the information is still considered confidential, but it can easily be found.

The ORD IOAA is aware of the release of this information and Bob K will release an all ORD message today or tomorrow addressing this information. He is in the EPA Executive Management Council this week so I expect he will have more guidance to share with us. In the meantime if you are asked by your employees, the important points are:

- We are in the early stages of a long budget process and Congress has the final say on our funding - and **that process still has to occur.**
- Congress will then hold hearings and markups on EPA's proposed budget, and develop a final appropriations bill that will be voted on by Congress. Until Congress passes an appropriations bill, the proposed budget is only that – a **proposed budget.**
- In addition to preparing the FY 2018 Congressional Justification, the EC will meet next week in RTP to start planning steps that we think are prudent to prepare ourselves for possible reductions in our FY2018 budget from 2016 levels.
 - o Lots of working being done by EMD to look at the severability of our contracts for FY18
- ORD leadership is aware that the workforce reductions proposed for FY2018 are large and therefore a concern. EPA has always valued the workforce so there are different tools that they can use to address the need to get to a smaller workforce without involuntary separations. Tools include
 - o Hiring freeze
 - o VERA/VSIP (currently Ex. 5 - Deliberative Process of ORD staff Ex. 5 - Deliberative Process are eligible for early or regular retirement Ex. 5 - Deliberative Process for regular retirement)
 - o Furloughs (could use like we did in sequestration to quickly reduce FTE levels)
- Currently, we have a hiring freeze and through normal attrition EPA's staffing levels are declining. ORD is currently projected to be Ex. 5 - Deliberative Process under FY17 ceiling, climbing Ex. 5 - Deliberative Process the next FY if freeze continues. The rest of these tools will be used at the appropriate time.

I expect guidance to come out on the shortly from Bob that will provide us more up to date information. However, I wanted you to have some talking points for when you talk to your employees.

John W. Steenbock
Director
Office of Administrative and Research Support
EPA Office of Research and Development

Office Cincinnati: (513) 569-7348

Office RTP: (919) 541-2585

Cell: Ex. 6 - Personal Privacy

Message

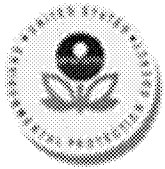
From: Hammer, George [Hammer.George@epa.gov]
Sent: 4/19/2017 4:41:11 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: Potential ORD V/V Discussion Points
Attachments: ORD Discussion-OARM Technical Consideration for VERA-VSIP-04-19-17.docx

Attached is a draft that might help frame the discussion and generate other questions/issues. Thanks.

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 5/23/2017 4:15:58 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: VV Docs
Attachments: Targeted Positions Template w Comments.xlsx; Targeted Positions Template .xlsx; V-V Business Case Checklist April2017_Audrey.docx

Can we talk when you get these?



Audrey Kanet

U.S. EPA | ORD | OARS | HRD

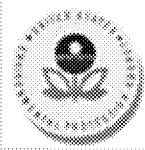
Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 3/8/2018 8:07:30 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: OARM/ORD V/V Draft
Attachments: LV-ORD Business Case ver 4_AudreyComments.docx; EPA Las Vegas SSC and ORD Lab Shutdown Targeted Pos V-V 03-06-18.xlsx



It is attached, but please don't forward it to her (even if she asks) until SSC gets back and I can update it if need be (feel free to send both if SSC gets back and the dates are all good!!). I feel like the message I'm getting from her is that we will be held to it (like last time), so if dates are wrong, people could be negatively impacted.

I'm also attaching Loretta's business case with my latest notes, based on reading more about definitions of some of the words she was using. I think that could also negatively impact us (unintentional negative impact) if she doesn't reword it.

Also, I still haven't heard from Kathy and Amy about career ladders. I'm told those could be ended in this situation if we have any in Las Vegas. Once we know if we have any, Loretta was going to check on those with SSC. I think if people will lose their career ladder if they relocate, then they should know that before they commit to relocation or they could be very upset. That doesn't need to be done before it goes to Loretta, obviously, but that's just another thing I'm waiting on in general for Las Vegas.

Thank you

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Thursday, March 8, 2018 2:58 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: OARM/ORD V/V Draft

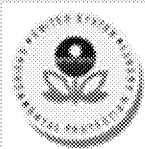
Can you also forward me the spreadsheet she is referring to, so I am in the loop? Is it just the one from our roster where we added retirement eligibility?

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (e))

<https://www.epa.gov/privacy/foia> Ex. 6 - Personal Privacy

From: Kanet, Audrey
Sent: Thursday, March 08, 2018 2:56 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>



Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Ex. 6 - Personal Privacy

I'll check email again Friday morning, and I'm back Monday afternoon. I need the date confirmations back from SSC before I can send the spreadsheet. That's the hold up. The spreadsheet is complete, but if any of the dates are incorrect (MRA+10 was wrong for several people last time), that will change what positions are in what columns, and it might also change the counts on the business case.

So that's the hold-up. I haven't heard from them since you sent the roster to Ryan.

Thank you

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

From: Vaughan, Pat

Sent: Thursday, March 8, 2018 9:56 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Loretta,

I was out sick yesterday, and Audrey is traveling for a family wedding the next few days, but I am sure she was finalizing that yesterday. She was still waiting for information from the SSC though. I will see if I can find out the status.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

From: Hunt, Loretta

Sent: Thursday, March 08, 2018 9:47 AM

To: Kanet, Audrey <kanet.audrey@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Importance: High

Audrey/Pat,

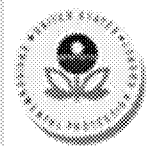
When do you expect to send the spreadsheet? We need to get a draft of the business case and other information to OPM and OMB soon.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division
Office of Human Resources



U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Kanet, Audrey

Sent: Tuesday, March 06, 2018 4:34 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Thanks for your help Ryan. I have the rest of the spreadsheet updated and a few new comments for the business case. Once the dates are validated, I can send the business plan draft (has counts in it) and spreadsheet (today or tomorrow?).

Loretta, can you please let us know if you need anything additional for the ORD org chart?

Thank you!

Audrey Kanet

U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
26 Martin Luther King Dr W, Cincinnati, OH 45220
Phone: (513) 487-2098

From: Hunt, Loretta

Sent: Tuesday, March 6, 2018 3:20 PM

To: Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Subject: FW: OARM/ORD V/V Draft

Importance: High

Ryan,

Can RTP please confirm the 3 retirement date columns (last 3 columns) of the roster attachment for ORD?
Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Kanet, Audrey

Sent: Friday, March 02, 2018 5:05 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Average salary for ORD staff in Las Vegas is \$113,350. This is as of 3/1/18. This does not take into account any WGLs, career ladder promotions, etc.

I have some additional questions before we complete updates to the spreadsheet attachment:

- Can we estimate the annual leave or do you need us to pull it by individual and then average it?
 - I've gotten mixed information about when the departure date is for the VERA-VSIP for ORD. Is it 6/30/18 or 9/30/18 or some other date? Which date is the correct date someone must be qualified to accept as of? That affects some for eligibility and thus categories on the spreadsheet.
 - What happens if someone gets a career ladder promotion before the acceptance date and then the series/grade combination on the spreadsheet no longer matches the individual? Will that individual still be allowed to accept?
- Can SSC please confirm the 3 retirement date columns (last 3 columns) of the roster attachment before we categorize by retirement eligibility on the spreadsheet? We know that in the past some of the dates have been incorrect in the system.
- For the business case, it mentions EPA leaving the space by 9/30/18. According to NERL, the facilities staff will need to stay behind for safety and maintenance of the lab until the space is safely ready to return to UNLV, which could last beyond 9/30/18. That is 2 NERL staff. Does the language need to mention that, and does that affect those staff for the spreadsheet attachment?

Thank you for your help! Once we have answers to these questions, we should be able to wrap this up quickly next week.

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

From: Hunt, Loretta

Sent: Thursday, March 1, 2018 12:13 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: OARM/ORD V/V Draft

Everyone,

The latest draft of the business case is attached. Janet Remmers (OCFO) is being pulled into the mix. She will provide assistance on the budget portion of the request. We met with OMB yesterday to discuss required budget information and are awaiting a final determination.

In the meantime, we need the following information so Janet can start planning:

1. Average salary (grade and step) for impacted population; and
2. Average annual leave balances for the target population.

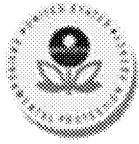
The spreadsheet is still pending.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 3/6/2018 9:42:39 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: Larger ORD V-V Business Case with notes
Attachments: ORD VERA VSIP Business Case - 1.22.18.docx



Pat,

These are just some initial notes from me on the business case for the larger V-V. Use what you will, if any. I'll be pulling the file down tomorrow and going back through it, so what I compiled before may change a little.

Thank you

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 4/10/2018 5:12:46 PM
To: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]
Subject: Draft Business Case
Attachments: ORD FY19 VV Proposal v2.docx

Importance: High

MER,

Based on what we think you said earlier Pat and I drafted the attached. Please let us know what you think.

Note...If we ever went to use this as a true business case we would need to add additional language Ex. 5 - Deliberative Process Ex. 5 - Deliberative Process etc., but I don't think we are there yet. We would also want to address any future hiring we might do as a result of all of this, to give us an opening for that possibility.

John

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 4/10/2018 4:55:14 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Draft
Attachments: ORD FY19 VV Proposal v2.docx

Please let me know what you think

From: Vaughan, Pat
Sent: Tuesday, April 10, 2018 12:38 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: Draft

Here is an initial draft for you to react to. Obviously, we would have to go into a lot more detail on how we would actually address the parts of the VERA/VSIP if given the ok.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]
Sent: 3/19/2018 12:47:22 PM
To: McPherson, Mark [McPherson.Mark@epa.gov]
CC: Robbins, Chris [Robbins.Chris@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Branch, Danielle [branch.danielle@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: FW: ORD Business Case
Attachments: VV18_Eligible_2018-03-06_wSafe.xlsx

Mark, I talked to Chris about this business case and we need to set up a special call with the deputies tomorrow if possible to go over definitions and have each I/c/o confirm their approach. I already talked to John Steenbock to alert him that this was the plan. I will ask Danielle to take the lead to set up the call with the deputies, principals only, not to include NPD rep, John and Pat Vaughan and you. This attachment will be the basis for the discussion.

Stay tuned for Danielle to connect with you this morning.

Thanks.

Mary Ellen Radzikowski
Acting Associate Assistant Administrator
Office of Research and Development
Radzikowski.maryellen@epa.gov
202 564 6757

From: Steenbock, John
Sent: Thursday, March 15, 2018 8:54 AM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>
Cc: Vaughan, Pat <Vaughan.Pat@epa.gov>; Mayes, Desmond <Mayes.Desmond@epa.gov>
Subject: ORD Business Case

Chris, MER,

Based on your feedback we have updated the attached spreadsheet to include:

- cross walk showing series definition
- a tab that shows the numbers of position in the safe and essential category and % for the I/c/o

Questions that we need your guidance on:

•
•
•

Ex. 5 - Deliberative Process

You asked about NHRSC and OSIM's rationale on designation of safe positions and I have the following feedback:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

OSIM left blank positions that were not essential to our core mission. Our assessment was that we if we lost these positions we could continue to perform our core mission although with negative impact to service delivery and performance.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Steenbock, John [Steenbock.John@epa.gov]
Sent: 3/9/2018 6:36:02 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
CC: Mayes, Desmond [Mayes.Desmond@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
Subject: Beach Reading - Draft Business Case for V/V
Attachments: ORD VERA VSIP Business Case - 3.8.18.docx; VV18_Eligible_2018-03-06_wSafe.xlsx; Leadership Roles - Safe Positions.docx

Chris,

In preparation for rolling out our second VERA/VSIP, we have drafted the attached business case for your review/comment. We have been asked by OARM/OHR to provide this draft as well as our proposed dates for the VERA/VSIP by early March. At this point, we only know of 4 other programs/regions participating (Region 6, Region 9, AO, and OGC).

Once we removed the LV employees from this pool, and adjusted our date out to 7/31/18 (which we have suggested changing to 8/31/18), we were left with [] employees in our targeted pool of eligibles. Those employees are either eligible for an early out, or they are already fully eligible to retire. The SSC will have final say on eligibility though, so we'll have to run this list through them before finalizing. If we do go with the 8/31/18 date, there will be [] additional eligible employees the LCOs will need to look at for "essential/safe" decisions.

Our exercise with the LCOs in identifying "essential" versus "safe" positions resulted in the attached data. A few highlights of those results are below:

Ex. 5 - Deliberative Process

Based on all of this data, we have the following recommendations/next steps

Ex. 5 - Deliberative Process

We need to dig into the data some more, to see if

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let us know if you have any questions or would like the data sliced any other ways.

John

John W. Steenbock

Director

Office of Administrative and Research Support

EPA Office of Research and Development

Office Cincinnati: (513) 569-7348

Office RTP: (919) 541-2585

Cell: **Ex. 6 - Personal Privacy**

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 1/16/2018 6:19:12 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: Business Case
Attachments: ORD VERA VSIP Business Case - 1.16.18.docx

John,

Attached is my first attempt at some revisions to the business case based on EC decisions. I have not included all of the numbers in each category yet, and obviously we haven't done any of the budget cost calculations. I did not include a reference to us indicating which positions would be restructured, which eliminated, and which considered "safe." If we do that, I'm guessing we will be held to it. That detail would normally not be expected as part of the submission to the agency either, unless the format of the attachment changes, where we spell out each targeted position.

Additionally, the guidance on "safe positions" states: "The organization's business case must identify and explain "safe position" plans." I'm not really sure how detailed that explanation has to be. I only mention us wanted to use that authority, but don't go into details about what those positions would be made up of. We might need to get some clarity around that requirement, once we are ready to move this forward.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (b)(6); (b)(7)(C); (b)(7)(D)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 1/22/2018 4:49:35 PM
To: Kanet, Audrey [kanet.audrey@epa.gov]
Subject: Business Case
Attachments: ORD VERA VSIP Business Case - 1.22.18.docx

Audrey,

This is a draft of the next V/V business case. Can you fill in the numbers where blanks are in the highlighted sentence? I don't know at this point whether

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I think Friday is the due date for the LCOs to provide us with their proposed "safe positions," and then I told John we may want to get together with OHR to talk through our strategy to make sure we aren't going about it the wrong way.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 11/30/2017 10:26:11 PM
To: Steenbock, John [Steenbock.John@epa.gov]
CC: Mayes, Desmond [Mayes.Desmond@epa.gov]
Subject: Chris Meeting & Assignment
Attachments: Workforce Strategy for ORD GS-14 and GS-15 HR Actions.docx

John,

I'm sure Desmond has, or would shortly be letting you know this, but we did get an "assignment" out of the meeting today with Chris to develop a draft document discussing ORD's overall "Workforce Strategy for managing the non-supervisory 14/15 positions." This was the result of a conversation he had with Donna Vizian where he mentioned that we have a lot of things to take into consideration when making decisions on these actions, in addition to paying attention to the ceiling we are being held to.

I put together a VERY draft one-pager (attached) and Mark, Kathy, and Amy were going to give input on it too, based on what they heard. What he wants wasn't crystal clear to me, so maybe Desmond has a different take on it too.

Chris asked for this by **noon on Monday**, so I have tomorrow to work on it too. I figured you could send it to him that day once we get something in a better format.

Appreciate both of your feedback.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 12/15/2017 8:54:55 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: Business Case
Attachments: ORD VERA VSIP - 2018.pptx

John,

First take on this, so you have something fun to look at on Monday ☺. I think there is some duplication and I kept an "overall" slide at the beginning that describes what a VERA/VSIP is, which we could remove. Let me know if there is too much or not enough, or if your discussions with MER seemed like she was looking for something else.

Thanks, and have a great weekend.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy cell)

https:// Ex. 6 - Personal Privacy

From: Steenbock, John
Sent: Friday, December 15, 2017 2:00 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: Business Case

I think we are looking at more of a presentation to give at the EC versus the actual business case. She is hoping they can pick and choose the options and then we can quickly build the business case.

From: Vaughan, Pat
Sent: Friday, December 15, 2017 1:56 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: RE: Business Case

Ok. I'll work on this next week and we'll see if we can have a good version ready to go before we leave for Christmas break. Is she just wanting a revised business case or an actual presentation on the topic?

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy cell)

https:// Ex. 6 - Personal Privacy

From: Steenbock, John
Sent: Friday, December 15, 2017 1:54 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: Business Case

Pat,

I got some feedback from MER on what she would like to see added/changed to the paper in order to present general options for the EC F2F in Jan 9th.

Ex. 5 - Deliberative Process

I hope this helps

John

From: Vaughan, Pat

Sent: Wednesday, December 13, 2017 4:55 PM

To: Steenbock, John <Steenbock.John@epa.gov>

Subject: Business Case

John,

Attached is the draft again, with your changes incorporated. I just move the wording around a little and added some "potential" safe positions to help generate discussion.

I did read the Q&As on safe positions again, and they are clear that the "organization's business case must **identify and explain** any "safe position" plans. However, they then state that "Organizations **do not have to designate** "safe positions" in their requests. There must be a reasonable expectation the impacted employee would qualify for the "safe position" identified." From this, I'm not quite sure how specific we need to be in the actual business case, beyond saying we plan to identify safe positions. I think maybe a brief explanation and no specifics on charts, etc. is what they mean?

We'll have to hold some conversations with Chris and others to decide what those safe positions will be in ORD that will be good places to reassign folks into.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

[https://](#)

Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 12/11/2017 6:35:32 PM
To: McPherson, Mark [McPherson.Mark@epa.gov]
CC: Steenbock, John [Steenbock.John@epa.gov]; Moore, Kathy H [Moore.Kathyh@epa.gov]; Fox, Amy [Fox.Amy@epa.gov]
Subject: FW: Approved Actions from 12-11-2017 meeting with Chris
Attachments: Copy of 14 15 V-V Impacting for 12-11 meeting final (002).xlsx; Copy of Non V-V Related Spreadsheet - 12-11-17.xlsx

Mark,

Attached is the list of 14/15 HR actions that were verbally approved in our meeting today. The first tab of the spreadsheet provides an updated summary of our FTE situation – note that with the actions approved, the net result was a decrease of one. Including the [REDACTED] GS14 TQBs we have in hand, we are now at [REDACTED]. The second tab is the list of [REDACTED] and [REDACTED] separations since 8/9 (no change from last meeting). The third tab is the actions that were approved during our meeting.

Also attached is the list of non-V/V related actions (GS13 and below) that were verbally approved in our meeting today.

Please have Chris review/sign and return to me. Thanks.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (ell)

<https://www.epa.gov/epahome/epa-privacy-policy> Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 12/11/2017 2:58:17 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: Business Case
Attachments: ORD VERA-VSIP Business Case - 12.12.17.docx

John,

Here is a very rough first take on putting something together towards a business case. I feel like I'm kind of blindly throwing ideas out at this point, but maybe if you and I go back and forth a few times we can get some basic info down and request a few minutes with Chris and MER on what direction they want to take this? That would give us next week to focus in on the areas they want covered.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

[https://www.epa.gov/epaosopr/ord/office-of-administrative-and-research-support](#) Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 12/7/2017 3:11:52 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: as we discussed
Attachments: Workforce Strategy Dec 7 2017 pv Edits.docx

Sorry....here is the attachment.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://www.epa.gov/privacy/foia/ex-6-personal-privacy>

From: Steenbock, John
Sent: Thursday, December 07, 2017 9:14 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: FW: as we discussed

Pat,

Here is the paper from Chris. I have made some edits on what I think he was looking for. I have highlighted those changes in yellow

John

From: Robbins, Chris
Sent: Thursday, December 07, 2017 8:50 AM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: as we discussed

Christopher S. Robbins
Deputy Assistant Administrator for Management (Acting)
Office of Research and Development
(919) 541-0605

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 12/1/2017 2:55:30 PM
To: Steenbock, John [Steenbock.John@epa.gov]
CC: Mayes, Desmond [Mayes.Desmond@epa.gov]
Subject: RE: Chris Meeting & Assignment
Attachments: Workforce Strategy for ORD GS-14 and GS-15 HR Actions.docx

Next version for comment.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
Ex. 6 - Personal Privacy (cell)

https:// Ex. 6 - Personal Privacy

From: Steenbock, John
Sent: Friday, December 01, 2017 8:21 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Cc: Mayes, Desmond <Mayes.Desmond@epa.gov>
Subject: RE: Chris Meeting & Assignment

Here are my edits and thoughts on what to add

From: Vaughan, Pat
Sent: Thursday, November 30, 2017 5:26 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Cc: Mayes, Desmond <Mayes.Desmond@epa.gov>
Subject: Chris Meeting & Assignment

John,

I'm sure Desmond has, or would shortly be letting you know this, but we did get an "assignment" out of the meeting today with Chris to develop a draft document discussing ORD's overall "Workforce Strategy for managing the non-supervisory 14/15 positions." This was the result of a conversation he had with Donna Vizian where he mentioned that we have a lot of things to take into consideration when making decisions on these actions, in addition to paying attention to the ceiling we are being held to.

I put together a VERY draft one-pager (attached) and Mark, Kathy, and Amy were going to give input on it too, based on what they heard. What he wants wasn't crystal clear to me, so maybe Desmond has a different take on it too.

Chris asked for this by **noon on Monday**, so I have tomorrow to work on it too. I figured you could send it to him that day once we get something in a better format.

Appreciate both of your feedback.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy cell)

[https](#)

Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 10/19/2017 6:38:22 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
CC: McPherson, Mark [McPherson.Mark@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Moore, Kathy H [Moore.Kathyh@epa.gov]; Fox, Amy [Fox.Amy@epa.gov]
Subject: FW: Chart for SRO signature with actions with the SSC
Attachments: Post VV actions held in SSC pending SRO approval 10-18-17.xlsx; Summary of NS actions vs. ceiling 10-18-17.xlsx; ORD post VV one pager.pdf

Chris,

Attached is an updated chart for you to sign that includes decisions made in our meeting today. Note that we:

Ex. 5 - Deliberative Process

Also attached is the Post VERA/VSIP Recruiting justification with the revised numbers of "TQB" and "non-TQB" positions in ORD on 8/9/17. As discussed, if the [redacted] we could not initially identify wound up being "non-TQB," therefore making [redacted] our new ceiling to track from.

The chart you signed in our meeting (with actions not impacting our V/V) has already been submitted to the SSC so they can continue working on those actions. As mentioned, we will prepare and submit any of the justification memos the SSC is requiring for the V/V related actions, as they are no longer asking that you sign each individual one once you've signed the overall chart.

Any questions, let me know!

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://www.epa.gov/ord/office-of-administrative-and-research-support> Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 7/19/2017 8:12:06 PM
To: Steenbock, John [Steenbock.John@epa.gov]
CC: Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]
Subject: VERA/VSIP Dates

On another note....and I know you have a thousand things on your mind more important....it is looking like the dates for the VERA/VSIP may shift again. The agency is having issues with eOPF access right now, which is leading to the SSC not being able to easily access data for the VERA/VSIP applicants to verify eligibility. As a result, they will likely not have our lists to us by the before published dates of July 28-31. New dates should come out by the end of this week.

I doubt they can shift by much, maybe a few days, so I may have some of that going on at the same time as the HRC, but we will make it work. I'll have my computer with me and can step out when needed.

Additionally, since the dates are shifting, I'm going to keep my 7/31 CDO and maybe take a day or so prior of leave. I'm not going anywhere where I won't have access to check emails and stay up on any changes, which I plan to do.

Safe travels, and don't worry about this place.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy Cell)

<https://www.epa.gov/privacy/foia> **Ex. 6 - Personal Privacy**

From: Steenbock, John
Sent: Wednesday, July 19, 2017 3:59 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: Re: HRC Meeting

Ok thank you for letting me know

John W Steenbock
Director
Office of Administrative and Research
Support
EPA ORD
Office (513) 569-7348
RTP Office (919) 541-2585
Cell Ex. 6 - Personal Privacy

On Jul 19, 2017, at 3:56 PM, Vaughan, Pat <Vaughan.Pat@epa.gov> wrote:

John,

I'm going to go ahead and plan to attend the HRC meeting in DC on 8/2 in person. Those all day meetings are awful when you are on the video. The agenda for this one actually looks better than some

too, and Mike Flynn will be in attendance for part of it discussing 2018 HR priorities. I will let them know I am attending for you, as the ORD alternate.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (ell)

[https://](#) Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 6/20/2017 8:54:34 PM
To: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]
CC: Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]
Subject: ORD VERA/VSIP
Attachments: x2017_V-V_LCOs.xlsx; ORD Talking Points - VERA.VSIP - June 2017.docx

This is the new "overall" listing of "eligibles" in the three targeted areas for ORD. Audrey removed the names the SSC verified today are not eligible (due to incorrect data in the agency database). They were all MRA +10 employees, who would likely never have gone anyway due to the many penalties. This should be pretty close to "perfect." Ha!

I also revised the talking points (once again) to lower the overall number mentioned in the targeted areas to approximately [] instead of just under [] don't know if that is really a concern, but wanted to change it anyway. I also changed the wording from "eligible employees" to "employees in targeted positions" since the SSC has stressed they are the final word on eligibility.

Each LCO will receive their own section of this list, along with some talking points.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

[https://](#) Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 5/23/2017 5:43:35 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: V/V Budget Data
Attachments: ORD VERA-VSIP Business Case - 5.24.17.docx

Yep, I agree. Attached is another version of the narrative. Obviously, some of the numbers in the written section still need to be updated once we get final info. Let me know what you think we are missing or any changes that need to be made. I'm trying to read their checklist and make sure we address most of what they want.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

From: Steenbock, John
Sent: Tuesday, May 23, 2017 1:17 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: V/V Budget Data

I think the first one was an estimate, this is expected to be a better estimate.

From: Vaughan, Pat
Sent: Tuesday, May 23, 2017 1:11 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Cc: Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>
Subject: RE: V/V Budget Data

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

From: Steenbock, John
Sent: Tuesday, May 23, 2017 1:05 PM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Cc: Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>
Subject: RE: V/V Budget Data

Excellent work

From: Vaughan, Pat
Sent: Tuesday, May 23, 2017 12:41 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Cc: Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>
Subject: V/V Budget Data

John,

This is the budget data as it now stands, but Audrey is updating it now, with the NERL changes. That will have a big impact. Just wanted you to see the details as to how they came up with these.

Budget Information

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

[https://](#) **Ex. 6 - Personal Privacy**

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 5/23/2017 1:31:53 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: V v
Attachments: ORD VERA-VSIP Business Case - 5.24.17.docx

:)

Attached is some of the draft write-up as it now stands. Still need some of the numbers they want us to include on VERA eligibles. Should have the completed chart soon. Haven't heard anything from Rebecca, although I can see that she is working today.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

https:// Ex. 6 - Personal Privacy

-----Original Message-----

From: Steenbock, John
Sent: Tuesday, May 23, 2017 9:29 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: V v

Gotta love the help.

-----Original Message-----

From: Vaughan, Pat
Sent: Tuesday, May 23, 2017 9:10 AM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: RE: V v

OK.....

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

https:// Ex. 6 - Personal Privacy

-----Original Message-----

From: Steenbock, John
Sent: Tuesday, May 23, 2017 9:09 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: V v

The IOAA wants to give us input on the % taking the offer and the % to be replaced at a lower grade. They are talking about it at the 0900 meeting and will email us back the answer

-----Original Message-----

From: Vaughan, Pat
Sent: Tuesday, May 23, 2017 8:46 AM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: RE: V v

Yes, I think we can get you something later today. Audrey finished the template and is working with Laurel on the budget numbers. I asked her if there was an "simple" visual way for us to show the various requests by the LCOs and she thought there was. We are using an estimate of [] for how many would take the offer. I think that is high, but we are in strange times right now, so it will likely be higher than in the past.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

https://**Ex. 6 - Personal Privacy**

-----Original Message-----

From: Steenbock, John
Sent: Tuesday, May 23, 2017 8:42 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: FW: V v

Pat -

See below, think we can get the IOAA something this evening? I asked MER to comment on the % question or asked last night. I also let her know we would have more than just numbers but so other info as well.

John

-----Original Message-----

From: Radzikowski, Mary Ellen
Sent: Tuesday, May 23, 2017 8:32 AM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: V v

John. Liz has asked to have the v v submission sent to Ioaa prior to going to agency. I told her it will just be numbers and categories no names. Given the due date is tomorrow. When do you think oars can forward to Ioaa with instructions on hard stop for any review? Thanks.

Sent from my iPhone

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 5/22/2017 3:15:52 PM
To: Kanet, Audrey [kanet.audrey@epa.gov]
Subject: FW: VERA/VSIP Data
Attachments: V-V Business Case Checklist April2017final.docx; ORD V-V Ph 2-ORD-06-13-14.docx

I sent this to Laurel this morning so she would have some idea of what we are asking her to help with. I'm guessing she will need the Targeted Positions Template you are preparing to help her with her part.

Do you want to talk more before we meet with John later today?

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

From: Vaughan, Pat
Sent: Monday, May 22, 2017 8:09 AM
To: Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Subject: VERA/VSIP Data

Laurel,

As you've seen, John has set up a meeting for this afternoon concerning data we have to submit to the agency by Wednesday for the VERA/VSIP package. Some of what is required relates to payroll projections/buyout costs. I've attached the business case we are having to complete, which shows you what will need to be filled out. I also attached a copy of the VERA/VSEP package we did a few years ago that included a similar exercise to show budget neutrality when considering incentive payments versus payroll costs.

We can talk prior to the meeting with John, if you would like, or can just wait until then to discuss things.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 3/8/2018 3:33:43 PM
To: Steenbock, John [Steenbock.John@epa.gov]
CC: Mayes, Desmond [Mayes.Desmond@epa.gov]
Subject: Business Case
Attachments: ORD VERA VSIP Business Case - 3.8.18.docx

John,

This is the latest version of the V/V business case. This is what we would be submitting to OHR, along with our proposed dates for when this would take place. Just wanted you to have a chance to review and suggest changes. I removed a few references to "reducing" things, as we did have issues with every word we used in our last one. I also took out "Further reducing our footprint at some of ORD's site locations," as we had that in it originally when LV was going to be a part of this.

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (ell)

[https://www.epa.gov/epaosopr/ord/office-of-administrative-and-research-support/ex-6-personal-privacy](#)

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 4/10/2018 5:03:13 PM
To: Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: Draft
Attachments: ORD FY19 VV Proposal v2.docx

Yep, I like the changes. Simplifies some of the wording. I made a few changes that were mostly grammatical.

If we ever went to use this as a true business case we would need to **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process We
would also want to **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> **Ex. 6 - Personal Privacy**

From: Steenbock, John
Sent: Tuesday, April 10, 2018 12:55 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: Draft

Please let me know what you think

From: Vaughan, Pat
Sent: Tuesday, April 10, 2018 12:38 PM
To: Steenbock, John <Steenbock.John@epa.gov>
Subject: Draft

Here is an initial draft for you to react to. Obviously, we would have to go into a lot more detail on how we would actually address the parts of the VERA/VSIP if given the ok.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> **Ex. 6 - Personal Privacy**

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 3/5/2018 5:51:25 PM
To: Kanet, Audrey [kanet.audrey@epa.gov]
Subject: FW: OARM/ORD V/V Draft
Attachments: V and V template for costs_FY18_LV Individual calc. v2.xlsx

So is she aware we are going through an exercise to gather the correct annual leave for ORD? Are we wasting our time if they are using this data?

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (ell)

<https://www.epa.gov/privacy/privacy-act-1974> Ex. 6 - Personal Privacy

From: Remmers, Janet
Sent: Monday, March 05, 2018 12:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: OARM/ORD V/V Draft

I revised the budget information for the V/V to remove the [] PHS employee from the calculations. The estimate uses the annual leave in OBIEE.

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hunt, Loretta
Sent: Monday, March 05, 2018 12:33 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat

<Vaughan.Pat@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Janet/Pat,

1
2
3
4
5
6
7

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division

Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Kanet, Audrey

Sent: Friday, March 02, 2018 5:05 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>

Subject: RE: OARM/ORD V/V Draft

Average salary for ORD staff in Las Vegas is Ex. 5 - Deliberative Process This is as of 3/1/18. This does not take into account any WGLs, career ladder promotions, etc.

I have some additional questions before we complete updates to the spreadsheet attachment:

Ex. 5 - Deliberative Process

Thank you for your help! Once we have answers to these questions, we should be able to wrap this up quickly next week.

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

From: Hunt, Loretta

Sent: Thursday, March 1, 2018 12:13 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey

<hampton.torrey@epa.gov>

Subject: OARM/ORD V/V Draft

Everyone,

The latest draft of the business case is attached. Janet Remmers (OCFO) is being pulled into the mix. She will provide assistance on the budget portion of the request. We met with OMB yesterday to discuss required budget information and are awaiting a final determination.

In the meantime, we need the following information so Janet can start planning:

1. Average salary (grade and step) for impacted population; and
2. Average annual leave balances for the target population.

The spreadsheet is still pending.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 6/8/2017 8:47:44 PM
To: Kavlock, Robert [Kavlock.Robert@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]
CC: Kanet, Audrey [kanet.audrey@epa.gov]
Subject: FW: Revised ORD VERA/VSIP Submission
Attachments: ORD VERA-VSIP Business Case - 5.24.17.docx; Targeted Positions Template_NEW.XLSX; VERA VSIP Major Themes_New.xlsx

All,

I want everyone to have the exact same documents in hand that the agency now has for ORD, and we had to update the "Major Theme" chart (attachment #3) again today after discussions with the OHR contact who is reviewing all of these from across the agency. These three are now the "final" copies (at least as of this day and time ☺).

Please let me know if you have any questions.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

https:// Ex. 6 - Personal Privacy

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Subject: Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

-
-
- **Ex. 5 - Deliberative Process**
-

We could see an additional slight shift to our pool based on the requirement to be in a permanent position for 30 days prior to submission of the package to OPM, depending on when that date is. The pool could also shift again if the date for required departure changes. We backed it to early September and had some drop out of the pool as a result.

Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (ell)

https://**Ex. 6 - Personal Privacy**

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 6/2/2017 7:40:02 PM
To: Kanet, Audrey [kanet.audrey@epa.gov]
Subject: RE: VERA/VSIP descriptions by LCO

Ok, thanks. We'll leave it for now. I was just concerned it would cause some confusion, not only for employees but for the SSC who is having to determine who to send the offer letters out to. I guess they'll look to us for verification of the lists though. We can run this by John and others once completed and see what their reaction is.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

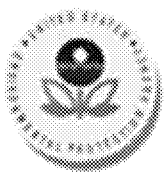
<https://> **Ex. 6 - Personal Privacy**

From: Kanet, Audrey
Sent: Friday, June 02, 2017 3:37 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: VERA/VSIP descriptions by LCO

The OSA innovation vs non-innovation staff groupings span teams within their org, and I can't find a pattern it coordinates with for series or grade or location, or anything else. I'm not sure how else to phrase that. That's how they phrased it, and it matches their org chart. If you can think of anything else here, let me know.

Let me think about how to condense it further and see if I can get it to fit on a page as portrait or landscape with regular paper.

And I will move IOAA and add the semicolon



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Friday, June 02, 2017 3:30 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>
Subject: RE: VERA/VSIP descriptions by LCO

This looks really good. I think we are getting there! Couple of comments.

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

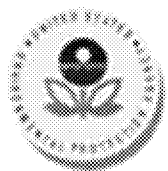
Ex. 6 - Personal Privacy (cell)

[https://](#) **Ex. 6 - Personal Privacy**

From: Kanet, Audrey
Sent: Friday, June 02, 2017 2:47 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: VERA/VSIP descriptions by LCO

How's this?

Ex. 5 - Deliberative Process



Audrey Kanet
U.S. EPA | ORD | OARS | HRD
Management & Program Analyst
Phone: (513) 487-2098

From: Vaughan, Pat
Sent: Friday, June 02, 2017 10:51 AM

Subject: RE: VERA/VSIP descriptions by LCO

I've been contemplating this for a while,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

*Caps in each category shown in red

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

https: **Ex. 6 - Personal Privacy**

From: Kanet, Audrey
Sent: Thursday, June 01, 2017 11:41 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: VERA/VSIP descriptions by LCO
Importance: High

Pat,

This is my first draft summary by LCO. I tried to focus the language on who is included rather than who is excluded wherever I could, and if I could thereby see patterns of groups that were the focus of inclusion, that's what I summarized, rather than some of the very specific exclusions. The most notable exception is IOAA, which was very specific by grade, series and location.

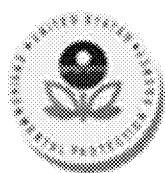
In doing this exercise and in considering NERL's desire to include the series they'd left unspecified in their email, I also found that NCCT and NCER also each had **Ex. 5 - Deliberative Process** that should most likely be in the pools. For NCCT it was **Ex. 5 - Deliberative Process** who was the one I think was sent to SSC for correction (in OBIEE as supervisory but should be non) and

who NCER had counted as a GS-14 but who is showing as a GS-15 in OBIEE, and who should therefore be included based on their targeting (so their count was off by 1) – I didn’t catch that before. These additions increase their pools by each, but leave the caps the same. Apologies for confusion about this on my end. I have added notes to my spreadsheet to indicate these changes, along with the 6 added to pools for NERL so we can see what the differences are from before to now.

If you’d prefer, I can refocus the language based more exactly on what the LCOs specified, but I thought this would be easier to understand and explain. For example, NCER gave a list of which grades, locations and series were to be excluded, but if you look at who that leaves who is eligible, it is the GS-15s In series 0401 and 1301. I did something similar for NHSRC. I could’ve listed all the many exclusions they provided, or just focused on who is included, which is shorter/simpler. Please let me know what you think.

| LCO | Description of targeting |
|--------|--------------------------|
| ALL | |
| IOAA | |
| NCCT | |
| NCEA | |
| NCER | |
| NERL | |
| NHEERL | |
| NHSRC | |
| NRMRL | |
| OARS | |
| OPARM | |
| OSA | |
| OSIM | |
| OSP | |

Ex. 5 - Deliberative Process



Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 3/23/2017 1:16:41 PM
To: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]
Subject: AEP VERA/VSIP
Attachments: AEP.VERA and VSIP Justification.BE.doc; AEP.VERA and VSIP Justification.Clerical.doc

MER,

Looks like I have the VERA/VSIP justifications for the BE and Clerical. Those were the two I worked on. I know there was one for HR employees too, but I can't seem to find that one. I have all of the backup data we used on both of these too. If I find the other one I will send it along.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (ell)
[OARS Website](#)

Message

From: Vaughan, Pat [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4367C062EEEC401584761A7CA93692EA-VAUGHAN, PATRICIA]
Sent: 2/28/2018 9:49:07 PM
To: Steenbock, John [Steenbock.John@epa.gov]
CC: Mayes, Desmond [Mayes.Desmond@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
Subject: Dates
Attachments: ORD VERA VSIP Business Case - 1.22.18.docx

John,

Any feedback from Chris or others on potential dates for the 2nd V/V? I probably need to get back to Debbi Hart by next week. Her email said they wanted our draft business case and dates by "early March."

Attached is the latest draft of the business case. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Additionally, I don't think we can complete the numbers in the highlighted sentence until we see what data we get from the LCOs. We'll have to remove everything they deemed "essential" from our counts.

I read through the business case again, and I think we can still use it, unless they are going to want us to go into more detail, now that we have announced a reorganization. I don't think that will be the case though.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy cell)

<https://> Ex. 6 - Personal Privacy

Message

From: Szaro, Deb [Szaro.Deb@epa.gov]
Sent: 11/15/2017 9:36:36 PM
To: Bloom, David [Bloom.David@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: Interim FTE approach

Thanks. External or internal or just the total number?

Sent from my iPhone

On Nov 15, 2017, at 4:31 PM, Bloom, David <Bloom.David@epa.gov> wrote:

Deb,
I spoke briefly with Donna and we both suggest that you be judicious in the hires you identify in your plan. David

From: Szaro, Deb
Sent: Wednesday, November 15, 2017 9:05 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Bloom, David <Bloom.David@epa.gov>
Subject: Interim FTE approach

Hi Donna and David,

As the result of our VERA/VSIP, higher than normal attrition, our inability to complete a number of hires last January, and very conservative fiscal planning, we are one of the few organizations in the black. At a current utilization rate of [REDACTED] FTEs, we are [REDACTED] FTEs below the interim target level of [REDACTED] and that is before we factor in [REDACTED] % attrition. I wanted to run my thoughts about our FTE planning by you.

We are trying to balance the entire organization's need to reduce total FTEs with Region 1's need to meet our mission obligations and re-balance our FTE utilization. We are not proposing that we "hire up" to our interim ceiling, but we would like to fill some positions using this strategy which would have minimal impact on the agency's overall FTEs:

- <!--[if !supportLists]--><!--[endif]-->Convert 3-4 exceptional students over the course of FY18, as they graduate. These students are already on board as part-time Pathways students and are counted in our FTEs, so this will have minimal impact on our FTE utilization.
- <!--[if !supportLists]--><!--[endif]-->Advertise externally for 5 GS-12 positions to address near-term priority needs that we wouldn't likely be able to fill internal to EPA: Press relations, Congressional and Intergovernmental relations, human resources, NPDES permit writer, and contracting officer.
- <!--[if !supportLists]--><!--[endif]-->Advertise internally across EPA at multiple levels (GS-9 to -12) to fill an additional 10 or so priority positions.

Given our low FTE utilization rate, we think we're pretty unique. Please let me know whether we are on the right track.

Thanks, Deb

<image002.jpg>

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
on behalf of Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 11/14/2017 2:37:00 PM
To: Bloom, David [Bloom.David@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]
Subject: The FTE Management Strategy Template Comments andOCFOIssues.1docx.docx
Attachments: The FTE Management Strategy Template Comments andOCFOIssues.1docx.docx

Importance: High

Hi David,

Attached are the comments we received to date on the draft template, "Strategy for Managing FTE Levels." OCFO's issues are in the second group. The OGC comments in red may apply to the template and to OCFO.

Marian

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 4/3/2018 11:42:17 AM
To: Walsh, Ed [Walsh.Ed@epa.gov]
CC: Bloom, David [Bloom.David@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: EPA Las Vegas Business Case
Attachments: EPA Las Vegas Business Case 3-26-18.docx

Ed – Here is the V/V draft business case that OMB and OPM have both reviewed and approved related to Las Vegas. We are in the process of putting the package together to submit for formal review/approval. There is a total of [REDACTED] EPA employees impacted ([REDACTED] OARM and [REDACTED] ORD). I think it probably has all the info you need but let me or Donna know if you need anything else.

I'm working on getting the Grosse Ile info but they are being relocated to another EPA facility that is close to 50 miles away from their current work location.

Message

From: Bell, Matthew [Bell.Matthew@epa.gov]
Sent: 10/5/2017 7:17:18 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Cooper, Marian [Cooper.Marian@epa.gov]
Subject: Congressional response
Attachments: Written response to Qs.docx; Carper Workforce 9-14-17.pdf

Donna,

The other day we talked briefly about the congressional inquiry regarding workforce reductions. Many of the questions dealt with hiring information and employee counts (that OHR and SSC were providing) but one dealt with reorganizations. I hope this rings a bell.

The question on the inquiry was:

"Since the submission of the FY 2018 budget, has EPA initiated any reorganizations to address programmatic changes (including more narrowly targeted reorganizations, such as changes to EPA offices and divisions or changes to reflect the elimination of climate-focused efforts)? If so, please identify the changes in positions, staffing levels, and types of program work that have or would be affected by each initiated reorg."

OHR response was:

Ex. 5 - Deliberative Process

I have two thoughts before we provide our information to OCR.

-
-

Ex. 5 - Deliberative Process

Based on your reply I'll modify the response.

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

Message

From: Carter, Rick [Carter.Rick@epa.gov]
Sent: 10/4/2017 3:21:20 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: Las Vegas SSC Notice
Attachments: Las Vegas SSC Closure Memo Oct 2017.docx

Hi Donna

Attached is a very 'rough draft' document that I have not sent to OGC for review yet. I wanted to run it by you before doing so just in case I miss something.

For the cover memo, I pulled info from an email that NERL used in notifying their Las Vegas employees earlier this year (ref the Obama comment) and added some things I believe will be important to cover. The proposed dates are ones based on our informal discussion earlier this week that I came up with and have no specific meaning at this point—I would need to coordinate with Debbi Hart to make sure the timeline is doable for V/V and with Vaughn to make sure the lease timeline is okay and/or language is acceptable as written. Please let me know your thoughts.

Thanks

Rick

Message

From: Strauss, Alexis [Strauss.Alexis@epa.gov]
Sent: 12/8/2017 5:46:18 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Jordan, Deborah [Jordan.Deborah@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]; Coleman, Sam [Coleman.Sam@epa.gov]; Heard, Anne [Heard.Anne@epa.gov]; Kaplan, Robert [kaplan.robert@epa.gov]; McCabe, Catherine [McCabe.Catherine@epa.gov]; Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Rodrigues, Cecil [rodrigues.cecil@epa.gov]; Strauss, Alexis [Strauss.Alexis@epa.gov]; Szaro, Deb [Szaro.Deb@epa.gov]; Thomas, Deb [thomas.debrah@epa.gov]
Subject: Region 9's FTE management strategy
Attachments: FTE Management Strategy R9.docx

Dear Donna and John,

Attached please find our strategy for managing interim FTE levels. If you have questions or need supplemental information, please call me or our acting DRA, Deborah Jordan.

Kind regards,

Alexis

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 10/18/2017 2:07:50 PM
To: Carter, Rick [Carter.Rick@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: MPC comments on Memo to Employees Las Vegas SSC Closure Memo Oct 2017.docx
Attachments: MPC comments on Memo to Employees Las Vegas SSC Closure Memo Oct 2017.docx

Rick – please let me know if you just want a clean copy. thanks

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 11/14/2017 4:03:11 PM
To: Bloom, David [Bloom.David@epa.gov]
Subject: template comments
Attachments: The FTE Management Strategy Template Comments andOCFOIssues.1docx.docx

David – my thoughts are in blue. The items under OARM that I think are joint are in purple with my thoughts in blue.

Message

From: Krehbiel, Ben [Krehbiel.Ben@epa.gov]
Sent: 8/1/2017 5:18:03 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: R7 HCMB Tools and Post VERA/VSIP Guidance
Attachments: Region 7 Hiring Exception Request.pdf; Scanned from a Xerox multifunction device.pdf

Troy – consider this draft at this point...we have changes to make to the scanned document (which I believe we used back in 2014 V/V)...

No action needed from you – just sending/including you because I mentioned on the phone last week...

We haven't utilized TAlentHub to a great extent yet, and don't think it'll work for some of our anticipated vacancies, but something that could be a very flexible tool during this time of uncertainty...

Ben

From: Krehbiel, Ben
Sent: Sunday, July 30, 2017 11:14 PM
To: R7 Deputies <R7_Deputies@epa.gov>
Subject: HCMB Tools and Post VERA/VSIP Guidance

R7 Deputies –

I regret that we weren't successful in delivering this to you on the 24th. We've been engaging with the SSC/Cincy to find out our temporary needs for determining (restructuring/eliminating) our anticipated accepted offers to targeted positions. We understand that these departures require either restructuring or eliminating...and we are seeking a period of time to make those decisions with long term impacts.

This is still in draft form – we are awaiting some answers the SSC is raising to OHR. Ultimately this is designed for all managers, but wanted to get your feedback on this as you digest it.

Ben

POST VERA/VSIP GUIDANCE FOR REGION 7 MANAGERS

As noted in Edward Chu's July 14th all hands message, "we will find a way to fill the most critical gaps, repurpose our work, and in some cases, make conscious decisions to stop doing work that is not necessary for our core mission or work that our state and local government partners are equipped and legally able to manage. In all we do moving forward, please look for the most efficient and effective ways to get things done."

With that in mind, managers need to take a hard look at the work which has typically been done in their organization and determine what work remains mission critical for Region 7 given Agency priorities and fiscal restraints. Engaging staff in discussions about priority work and efficiencies is encouraged.

If a manager determines there is a critical resource need, the "Request Form for Exception to Hiring Freeze" must be completed. See 1st attachment.

Remember that the Agency remains under a hiring freeze, which presently limits actions to:

- Internal Reassignments
- Noncompetitive Temporary Details

- Temporary promotions

For more information related to the hiring freeze, refer to the February 22, 2017 memo from Donna Vizian, OARM, included at the end of this document.

NOTE: Unless a position was designated as “safe” (i.e. several Superfund positions), all positions vacated under Region 7’s 2017 VERA/VSIP Plan must be restructured before refilling the position. Below are the four options for restructuring:

- Change from supervisory to non-supervisory.
- Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).
- Change the series of the position. Note: Changing an interdisciplinary position (e.g. from scientist to engineer) does not qualify.
- Significantly change the duties of the position (at least 25%) if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. Since the Cincinnati Human Resources Shared Service Center will determine if the change in duties are significant, early engagement with the SSC is strongly encouraged.

Refer to the 2nd attachment for guidance regarding:

Details

Reassignments

Temporary Promotions

Alternative Staff Options (Job Swap, Skills Marketplace)

Reorganizations (Note: Per the hiring freeze guidance, reorganizations are presently on hold as well)

Management Rights

Position Descriptions

Important Union Considerations

Frequently Asked Questions

In addition to this guidance, here is some further information regarding details and inservice placement:

Details:

The following link provides the SSC Standard Operating Procedure for details: http://intranet.epa.gov/ssc/hr_practitioners/ssc-sop-15300.pdf

Purpose/Definition:

- Details may be established positions (positions having a classified position description) or to unclassified positions (positions described in lists of duties only where there has not yet been a determination made on the Title, Occupational Series, or Grade).
- Details are used to address unexpected workload, special projects, the continuation of work of a position during an employee’s absence or as a developmental assignment.
- A detail is a temporary assignment to another position with no change in compensation.
- A detail is a temporary assignment of an employee to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. Details are processed in increments of 120 days or less as required by Title 5, United States Code 3341. During a detail, the employee continues to hold the position of record from which detailed (home office) for official personnel purposes such as pay rates and locality pay.

Conditions:

- All details, regardless of the length of time, require an SF-52, Request for Personnel Action to be processed.
- Details are processed in increments of 120 days or less.
- Details in excess of 120 days to unclassified duties and details to classified positions beyond 1 year must have appropriate justification. (see Procedures)
- Employees do not have to meet the qualification requirements (specialized experience, time-in-grade) for the position to which they are detailed, except any individual occupational requirements of the series for a classified detail position, such as minimum educational, license and certification requirements.

Procedures:

- The receiving office submits a detail package to the SSC in accordance with the SSC Checklist and the SSC Transaction Processing Schedule (15 calendar days prior to the effective date) and the conditions as outlined in this SOP.
- A complete detail package includes all of the following:
 - a) Completed SF-52, the SF-52 must include concurrence of the supervisor of record (home office).
 - b) The supervisor of record (home office) must also concur with extensions of details. (written concurrence needs to be included with package).
 - c) If detail is determined to exceed more than 120 days, additional completed SF-52s extension(s) in 120 day increments must be submitted with the initial detail action along with the termination of detail action.
 - d) If required, applicable management written justification, position description or description of duties; (See conditions).

Classification Review:

- Position descriptions are required for details to classified positions. Requests for extensions to classified positions beyond one year must include a written justification. Justifications must address workload needs requiring shifts of personnel and why the work is not being done by permanent reassignment.
- A description of duties is required for details to unclassified positions. A justification as to why a classified position description can't be provided must be included if the unclassified detail is extended beyond 120 days. Justifications must address workload needs requiring shifts of personnel and why they are not being done by a classified position or by permanent assignment.
- SF-52s for employees detailed to sensitive positions from non-sensitive positions, must be submitted by the SSC to PSB to determine if a higher risk designation level is required and must receive a favorable adjudication prior to the detail being effective. This requires the classifier to check the risk designation/sensitivity level of the permanent positions of records and the position the employee is being detailed into.

Inservice Placement:

If there is an individual who can successfully perform the work in a position vacated under V/V but may not meet all the specialized experience requirements, talk to the SSC regarding the possibility of an inservice placement. Note that the individual must still meet any educational requirements, so this option is most applicable to job series without positive educational requirements such as environmental protection specialists, human resource specialists, etc. Further guidance is provided below:

Modifying experience requirements for certain inservice placement actions -- An agency may determine that an individual can successfully perform the work of a position even though that person may not meet all the requirements in the OPM qualification standard. In that situation, agencies are authorized to modify OPM qualification standards for reassignments, voluntary changes to lower grades, transfers, reinstatements, and repromotions to a grade not higher than a grade previously held when the applicant's background includes related experience that provided the KSA's necessary for successful job performance. This authority should be used only when there is a reasonable likelihood that the employee

will successfully make the transition to the new position, and cannot be used for directed reassignments to positions in which an employee obviously would not be able to perform the work.

This authority is **not** to be used for placement to a higher grade, except where the employee previously held a position at that grade or higher grade levels.

The agency's use of a modified standard should be documented sufficiently to show that it was intentional, and that the assignment did not result from misinterpretation of the OPM standard.

Inservice placement does not require the position to become incumbency only.

From: Vizian, Donna

Sent: Wednesday, February 22, 2017 4:44 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Barnett, Howard <Barnett.Howard@epa.gov>

Subject: Final Hiring Guidance

Thank you for the comments and questions on the interim agency guidance related to the hiring freeze. We have considered these comments and tried to address the questions in the final guidance below.

As you know, on January 23, 2017 the President directed a freeze on the hiring of federal civilian employees via Presidential Memorandum entitled "Hiring Freeze". OMB and OPM issued guidance on January 25, 2017 (M-17-17) and January 31, 2017 (M-17-18) to clarify and provide information on the types of exemptions authorized under the hiring freeze. On February 11, 2017 they provided answers to frequently asked questions.

As a general rule, no vacant position existing at noon on January 22, 2017 may be filled and no new positions may be created, except in limited circumstances. This applies to all positions regardless of how the position is funded, i.e., Pesticide Fees. Agencies are also prohibited from making any competitive promotions (Internal Merit Promotion) during the hiring freeze.

I would like to highlight one change. We removed the requirement to check in with the CHCO if a detail or reassignment would cross a NPM/Region. Please keep in mind that the goal during this brief period is to do our best to cover our work within our organizations. Also, please remember that Skills Marketplace projects are not impacted by the freeze. This is a great way to offer developmental opportunities to our staff during this period.

The below EPA guidance is based on all information received from OMB/OPM and discussions held with agency senior leadership.

1. General Exemptions to the Hiring Freeze

- Hiring Commissioned Corps of the US Public Health Service
- Student volunteers who are pursuing their educational goals

- Appointments made under the Pathways INTERNSHIP program. Agencies must ensure that hires under this program understand that conversion is not guaranteed. This does NOT include the Pathways Recent Graduates program.
- Appointment of Presidential Management Fellows. Agencies must ensure that hires understand that conversion is not guaranteed. I also ask that you carefully consider utilizing PMFs considering the cost and the potential of not being able to convert them to permanent status.
- Conversion in the ordinary course to the competitive service of CURRENT agency employees serving in positions with conversion authority, such as Veteran's Recruitment Act (VRA) and Pathways programs.
- Internal career ladder promotions
- Term and temporary appointments of existing federal employees may be extended up to the maximum allowable time limit

2. Exemptions Allowed by Agency Head

- Job offers made prior to January 22, 2017 but for which the individual has a confirmed start date that is later than February 22, 2017 or does not have a confirmed start date. On a case-by-case basis the Agency head can approve based on essential mission priorities, current agency resources, and funding levels.
- Positions deemed necessary to meet national security responsibilities or meet public safety responsibilities. Can be exempted after consultation with agency Chief Human Capital Officer and General Counsel. The Agency must also notify OPM and EPA's OMB Resource Management Office (Mike Hickey).

3. Exceptions to the Hiring Freeze to the extent that an agency head deems the action necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted

- Internal Reassignments
- Noncompetitive Temporary Details
- Temporary promotions

All detail, non-competitive temporary promotions, and reassignment actions require a determination that the position is critical to fill in that it meets the highest priority needs of the agency or to ensure essential services are not interrupted.

The ability to make this determination regarding non-competitive details, temporary promotions and reassignments has been delegated to the Assistant Administrators and Regional Administrators (attached). This decision must be documented and maintained in a file held by the senior resource official.

In general:

- Actions submitted to your Shared Service Center prior to January 22, 2017 are being processed.
- Actions submitted after January 22 but before February 14 require the determination by the AA/RA that the position is critical and meets the highest priority needs of the agency or to

ensure essential services are not interrupted. If approved, the AA/RA or SRO must notify the SSC before they will process.

- The SSC will assume all actions received on or after February 14 were reviewed and approved consistent with the Acting Administrator's delegation.

Reassignments

- Actions within your NPM/Region – These actions may proceed once the determination of need (critical/essential) is made by the AA/RA.
- Actions across NPMs/Regions - After making a selection, but prior to discussing with the selected candidate, the SRO in the gaining organization must obtain concurrence from the SRO in the home organization.

Noncompetitive Temporary Details and Temporary Promotions (excludes PMF required developmental details)

- Actions within your NPM/Region – These actions may proceed once the determination of need (critical/essential) is made by the AA/RA.
 - Actions across NPMs/Regions – After making a selection, but prior to discussing with the selected candidate, the SRO in the gaining organization must obtain concurrence from the SRO in the home organization.
4. **EPA Reorganizations** – Because agencies are prohibited from creating any new positions during this hiring freeze, all pending reorganizations will be processed up to the point of implementation and then will be stopped until the hiring freeze is lifted. Organizational title changes, where the only change is to the name of an organization and does not involve any movement of staff are exempted from this freeze and may continue.
 5. **Pending Recruitment Workload with Shared Service Center** – SSCs will provide a list of all pending recruitment actions (those that were already advertised on USAJOBS) and the status of those requests to the SRO. AA/RA are asked to review that list with the SRO and make a determination on those positions that are critical to your mission and would be the highest priority vacancies you would expect to fill once a freeze is lifted. The SSC will then complete and issue certificates of eligibility. Programs and Regions could then proceed up to the point of selection. If the freeze is still in place, no tentative offer will be made until the freeze is lifted. Please be clear with applicants that a final hiring decision is subject to lifting of the hiring freeze by OMB/OPM.
 6. **Posting of Vacancies on USAJOBS during Hiring Freeze** – Generally, during the hiring freeze the Shared Service Centers will not be posting any EPA vacancies on USAJOBS with the following limited exceptions:

Exemption Granted by the Director of OPM – As outlined in M-17-18, the Director of OPM may grant additional exemptions from the hiring freeze for critical situations. EPA's Administrator has to make a request in writing to the Director of OPM explaining the critical need and how it relates to essential services or critical mission requirements; explain why reassignment/detail of existing staff is not

possible, and explain the urgency of need and consequences of not filling the position within a 3-6-month timeline.

Critical Vacancy Identified by AA/RA – For critical vacancies where a program/region knows a position will be filled once the hiring freeze is lifted, the AA/RA can submit a justification to the CHCO requesting approval to post a vacancy. In those situations, recruitment activity can proceed up to the point of selection. If the freeze is still in place, no tentative offer will be made until the freeze is lifted. Please be clear with applicants that a final hiring decision is subject to lifting of the hiring freeze by OMB/OPM.

Pathway Internships – These actions may proceed.

I appreciate your continued support and cooperation in following the above guidance during this hiring freeze. I will continue to share additional information provided by OPM/OMB. Please let John or myself know if you have any questions.

Message

From: Gray, David [gray.david@epa.gov]
Sent: 4/25/2017 6:45:29 PM
To: Carroll, Craig [Carroll.Craig@epa.gov]; R6 MIT [R6_MIT@epa.gov]
Subject: Budget Talking Points
Attachments: Budget Talking Points.pdf

Sensitivity: Company Confidential

Information for you

Message

From: Douglas, Racquel [Douglas.Racquel@epa.gov]
Sent: 6/12/2017 7:49:24 PM
To: R6 Division Directors [R6_Division_Directors@epa.gov]; R6 Deputy Division Directors [R6_Deputy_Division_Directors@epa.gov]
Subject: Suggestions for Creating a More Efficient, Effective, and Accountable EPA
Attachments: Regional Suggestion for Creating a More Efficient, Effective, and Accountable EPA.pdf

*** NOT FOR DISTRIBUTION ***

All,

Please find the consolidated responses to "Suggestions for Creating a More Efficient, Effective, and Accountable EPA" for your review.

Regards,

Racquel Douglas
Lean Program Analyst
214-665-6579

*** NOT FOR DISTRIBUTION ***

Message

From: Young, Kendrick [Young.Kendrick@epa.gov]
Sent: 3/19/2018 6:01:53 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: R6 VV Justification (w-Budget Tables) 3-19-18.docx
Attachments: R6 VV Justification (w-Budget Tables) 3-19-18.docx

Troy

Here's what I have. The information I changed is highlight in Yellow

Message

From: Clifton, Tony [Clifton.Tony@epa.gov]
Sent: 6/30/2017 7:11:28 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: RE: v/v
Attachments: R6 VV Justification (w-Budget Tables) 6-30-17.docx

Footnote edited.

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



From: Clifton, Tony
Sent: Friday, June 30, 2017 1:45 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: v/v

Footer included.

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



From: Hill, Troy
Sent: Friday, June 30, 2017 12:46 PM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Subject: v/v

Troy Hill
Management Division
EPA Region 6
214-665-6647

Hill.Troy@epa.gov



Message

From: Clifton, Tony [Clifton.Tony@epa.gov]
Sent: 6/30/2017 6:06:25 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: RE: v/v
Attachments: R6 VV Justification (w-Budget Tables) 6-30-17.docx

Fixed.

I noticed that we have other staff with Lead in their titles. Not sure if these are positions we were targeting. If so maybe we should include Lead in the other titles?

Ex. 5 - Deliberative Process

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



From: Hill, Troy
Sent: Friday, June 30, 2017 12:46 PM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Subject: v/v

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Bonnell, Corey [bonnell.corey@epa.gov]
Sent: 6/30/2017 5:14:51 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: RE: V/V Budget Tables update information
Attachments: R6 VV Justification (w-Budget Tables) 6-1-17.docx

New File

From: Hill, Troy
Sent: Friday, June 30, 2017 9:18 AM
To: Bonnell, Corey <bonnell.corey@epa.gov>
Subject: FW: V/V Budget Tables update information

From: Shanahan, Katherine
Sent: Friday, June 30, 2017 9:14 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the
"Maximum number of offers that would be accepted".

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1

617-918-1619

Message

From: Clifton, Tony [Clifton.Tony@epa.gov]
Sent: 5/25/2017 3:01:41 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: Updated info
Attachments: R6 Workforce Numbers 5-25-17.pdf; R6 VV Justification (Version 4).docx

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



Message

From: Gray, David [gray.david@epa.gov]
Sent: 5/25/2017 12:55:40 PM
To: McDonald, James [McDonald.James@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]
Subject: RE: VERA/VSIP documents
Attachments: R6 VV Justification (Version 4).docx

Please give this a read while I also go over it with Sam. Please double check my addition of GS-15 especially the series and geographic locations. I guessed.

David

From: McDonald, James
Sent: Wednesday, May 24, 2017 2:55 PM
To: Gray, David <gray.david@epa.gov>
Subject: VERA/VSIP documents

Hi David,

I recommend we put some language in the justification letter to identify those positions that are safe.

Regards,

Message

From: Clifton, Tony [Clifton.Tony@epa.gov]
Sent: 5/23/2017 9:23:38 PM
To: Hill, Troy [Hill.Troy@epa.gov]
Subject: RE: EPA Workforce Reshaping Information
Attachments: R6 Workforce Numbers.pdf; R6 VV Justification (Version 3).docx

Attached.

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



From: Hill, Troy
Sent: Tuesday, May 23, 2017 3:56 PM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 3:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)

3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

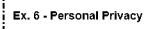
List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Blanco, Arturo [Blanco.Arturo@epa.gov]
Sent: 5/12/2017 9:42:08 PM
To: Hill, Troy [Hill.Troy@epa.gov]
CC: Phillips, Pam [phillips.pam@epa.gov]; Smith, Rhonda [smith.rhonda@epa.gov]
Subject: Consolidation input (OEJTIA)
Attachments: R6restructuring options - AB edits.docx

Troy – here is my input based on our call earlier this week

Arturo J. Blanco, OEJTIA Director
Environmental Justice, Tribal and International Affairs
US EPA Region 6
1445 Ross Avenue (6RA-DA)
Dallas, TX 75202
214.665.3182 (O)
 (M)



Message

From: Clifton, Tony [Clifton.Tony@epa.gov]
Sent: 5/11/2017 6:13:25 PM
To: McDonald, James [McDonald.James@epa.gov]
CC: Hill, Troy [Hill.Troy@epa.gov]; Young, Kendrick [Young.Kendrick@epa.gov]
Subject: RE: VV justification draft
Attachments: R6 Draft VV Justification .docx

Attached is the draft with the edits we discussed.

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



From: Clifton, Tony
Sent: Thursday, May 11, 2017 9:39 AM
To: McDonald, James <McDonald.James@epa.gov>
Cc: Hill, Troy <Hill.Troy@epa.gov>; Young, Kendrick <Young.Kendrick@epa.gov>
Subject: VV justification draft

Good morning James,

Attached is a draft of the Region's VV justification for your review. Is there a time that we can brief you on the document?

Also, if you are interested, we can provide a breakdown of positions and grades at the Divisional level that are occupied by VERA/VSIP eligible staff. Below is an example of what this breakdown looks like for WQ Division. We can also change the way this data is presented if you need a breakdown by section.

| WQ Division Staff | Safe Positions | | | | | Target Eligible | | | | | | | Grand Total |
|---------------------------------------|----------------|----|----|----|-------|-----------------|----|----|----|----|----|-------|-------------|
| | 00 | 13 | 14 | 15 | Total | 07 | 08 | 11 | 12 | 13 | 14 | Total | |
| DALLAS, TEXAS | | | | | | | | | | | | | |
| ADMINISTRATIVE SPECIALIST | | | | | | | | | | | | | |
| AQUATIC BIOLOGIST | | | | | | | | | | | | | |
| DIRECTOR, WATER QUALITY PROTECTION DI | | | | | | | | | | | | | |
| ENVIRONMENTAL ENGINEER | | | | | | | | | | | | | |
| ENVIRONMENTAL ENGINEER (LEADER) | | | | | | | | | | | | | |
| ENVIRONMENTAL PROTECTION ASST | | | | | | | | | | | | | |
| ENVIRONMENTAL PROTECTION SPECIALIST | | | | | | | | | | | | | |
| ENVIRONMENTAL SCIENTIST | | | | | | | | | | | | | |
| GEOLOGIST | | | | | | | | | | | | | |
| LEAD ENVIRONMENTAL PROTECTION SPC | | | | | | | | | | | | | |
| LIFE SCIENTIST | | | | | | | | | | | | | |
| MANAGEMENT & PROG ANALYST | | | | | | | | | | | | | |
| PHYSICAL SCIENTIST | | | | | | | | | | | | | |
| PHYSICAL SCIENTIST (ENVIRONMENTAL) | | | | | | | | | | | | | |
| SECRETARY (OA) | | | | | | | | | | | | | |
| SUPERVISORY ENVIRON ENGINEER | | | | | | | | | | | | | |
| SUPERVISORY ENVIRONMENTAL ENGINEER | | | | | | | | | | | | | |
| SUPERVISORY ENVIRONMENTAL SCIENTIST | | | | | | | | | | | | | |
| SUPERVISORY LIFE SCIENTIST | | | | | | | | | | | | | |
| SUPERVISORY PHYSICAL SCIENTIST | | | | | | | | | | | | | |
| SUPERVISORY PHYSICAL SCIENTIST (ENV) | | | | | | | | | | | | | |
| SUPV ENVIRONMENTAL PROTECTION SPC | | | | | | | | | | | | | |
| VISUAL ARTS SPECIALIST | | | | | | | | | | | | | |
| EL PASO, TEXAS | | | | | | | | | | | | | |
| ENVIRONMENTAL ENGINEER | | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | | |

Ex. 5 - Deliberative Process

Tony D. Clifton
 Labor & Employee Relations Specialist
 US EPA, Region 6
 1445 Ross Ave
 Dallas, TX 75202
 Phone: 214-665-8395
 Mobile: Ex. 6 - Personal Privacy
 Fax: 214-665-6538
 email: Clifton.Tony@epa.gov

